

NEW FACULTY COMMITTEE

Meeting Agenda

Date: Monday, Nov 7, 2022

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

Members in Attendance: Erin Cue, Andria Denmon, Emily Elam, Forouzan Faridian, Kas Metzler, Duc Pham, Vicki Rothman

Agenda Details:

1. Call to Order & Approval of Agenda
2. Approval of [Oct 24, 2022 Minutes](#)
 - a. Motion - Duc Phan
 - b. Second - Forouzan Faridian
3. Announcements/Introductions
 - a. December - New Thanks(giving) Event
 - Cloverfield location and time needs to be locked down?
 - b. [Requested Pre-test Survey Data](#)
 - c. Spring Professional Development Event
 - Betina Love. Keynote and not an interactive session
 - Books will be available December 9th so that faculty can begin reading the book
 - d. GPS (see email correspondence below)
 - Introduce GPS into our NFI program.
 - GPS team suggested that NFI include full training; however, it may be more appropriate for the training to be incorporated into the HR new faculty orientation.
 - The NFC committee is open to hosting a cheat, but not leading a full training
 - Seeking a cheat sheet to make the transition to GPS easier.
 - Kas Metzler inquired how many faculty are currently using GPS
 - e. [Welcome Gifts/Books](#)
 - Some faculty do not have an office or others have not provided updated contact information for their locations on campus. Forouzan F,

Duc P, Kas M., and Vicki R. have volunteered to deliver the books to the faculty members.

- Erin will leave the books outside of her office on the 3rd floor

4. Update Items

a. Mentoring Program (Faculty Mentor/Mentee Applications)

- 5 full-time faculty members and 1 part-time faculty member have submitted their mentor request form.
 - Erin C. will send out a reminder email to the NFI cohort. At present an announcement and a Proto message have already been sent.
- The deadline to submit their mentor request is 11/7/22 by midnight
- A form letter will be sent out to inform the mentee of who their mentor is
 - Committee discussed the possibility of sending out the photos of the mentees so that the mentors will know who they will be working with
 - Erin C. will follow up with Cyrus from HR regarding the photo slideshow of the new faculty
 - Notifications will go out to faculty next Monday if they did not get selected to be a mentor.
- Skybox in the PE building and the Teaching Center are possible locations to host the Mentor Mentee Event on November 18th 11:30-12:30
 - Room booking needs to be from 10:30-1:30
 - The 3rd floor lounge is already book

5. Action Items

a. November Exit Ticket/Deliverable

b. [Goals](#)

- The committee and its action items align with the original goals set, but there is room to revise.
 - Goals will be updated to make closer connections and collaborations with Academic Senate and Reflect expansion of New Faculty Institute.
 - Will revisit goals at the next meeting.

6. Discussion Items (if time) -Items below were postponed for the next meeting.

a. Tenure Workshop

b. Spring (Work-Life Balance) Workshop - How DEI practitioners Prioritize Self-care (Work-Life Balance)-

- Dr. Portia Jackson Preston - [Foundations of Personal and Professional Well-being for Educators](#) - In this talk, participants identify major ongoing stressors (e.g.

uncertainty, delivery of instruction, availability of support services). They explore how elements of their own identity and lived experience shape their approach to wellness, and identify tools to support their practices as they support students and colleagues. This talk can be customized for staff, teachers, and administrators.

7. Comments

a. Next meeting Monday, November 21st

- Review Pre-Test Data

8. Adjournment

Meeting Adjourned at 12:19 PM

From: ROCCHIO_MICHAEL <ROCCHIO_MICHAEL@smc.edu>

Date: Thursday, October 20, 2022 at 10:08 AM

To: FARIDIAN_FOROUZAN <FARIDIAN_FOROUZAN@smc.edu>, CUE_ERIN <CUE_ERIN@smc.edu>

Subject: GPS for new faculty members

Hi Forouzan and Erin,

My name is Michael Rocchio and I am one of the GPS ambassadors at SMC. I have been working with the GPS team for the last two years and we are continually looking for new ways to get faculty members on board with GPS because it really is a fantastic tool that our students benefit greatly from. It is also a great way to improve equity in the classroom by providing students easy access to many of the resources SMC offers. We recently thought that we could improve usage of GPS by reaching out to new faculty members and introducing them to GPS from the beginning of their time here at SMC. Before this would have been difficult because there was no easy way to contact all new hires, but now with the establishment of the New Faculty Committee we wanted to reach out to the two of you and see if there was any possibility of getting GPS into your new hire information. This could come in the form of a "Cheat Sheet" of sorts with a collection of useful links and videos that you could provide them with, it could be a series of trainings that we could lead and they could get flex time for attending, a combination of both, or any other way that the two of you think would be the best way to reach new faculty and tell them about SMC. All of us on the GPS team hope that we can make this happen and I look forward to hearing back from you, and hopefully working with you in the future.

Best,
Mike

Mike Rocchio
Santa Monica College
Art Department
Pronouns: he, him, his

Hi Erin and Forouzan,

I just wanted to follow up on my previous email and see if there are some times this week or next that you are available to meet with me so we can discuss ways to add GPS to the new hire trainings. The GPS team is currently putting together a cheat sheet page for Canvas, which should be done by the middle of next week. Thank you for helping us get this into the new hire curriculum.

Best,
Mike