

Faculty Development, Assessment and Improvement Committee  
Minutes 3-20-18  
Draft submitted by Karen Jensen

- I. Sarah Stanley called the meeting to order at 12:30 pm.
- II. Present: Sarah Stanley, Steve Hunt, Karen Jensen (late at 12:40), Madara Mason, Heather Dahl (late at 12:50), Mingchu Zhang, Jessica Skipper, Emily Perryman
- III. Last meeting minutes were not approved due to lack of quorum at the start of the hour.
- IV. Search for Faculty Development Coordinator ¼ time position. Nothing to report from the Provost's office. Acknowledgement by the group of how busy the Provost is with faculty files and other matters. Madara and Steve will put together a proposal for a position description and "request for expressions of interest" type document for the Provost to edit, approve, and circulate, hoping that this will spur quicker action if less work for her to do. They will start with Joy's position description if it is available. They will also propose a timeline for response to the applications.
- V. Video project. Booyah, Heather! She interviewed four faculty for the project; nine were invited. Madara will now work with Joe at e-Learning to edit thematically and give the committee a draft prior to the next meeting.
- VI. Blue discussion. Jessica has been updating the Inspire Us website and eliminating duplication of content with the Provost's website. She said that the Provost would like a memo from the committee delineating who is responsible for what aspects of Blue operations and information. While discussion ensued, Sarah drew a diagram on the white board and Madara put it in a table on the Team drive for further comment. In short we agreed that:
  - A. FDAIC updates content to encourage participation (like Success stories, videos)
  - B. Jessica (Provost's office) will update reports
  - C. Jessica (provost's office) will continue to send out automated reminders via the Blue system
  - D. FDAIC will draft promotional content for the Cornerstone, distribution to the faculty list, and orientation. Committee will also put together a promotion plan.
  - E. The FD coordinator position person will do the actual distribution of agreed upon content, as outlined in the Plan.
- VII. More on Blue. Things to consider putting into promotional or information content

- A. How to use incentives appropriately to encourage student participation, i.e. is money ok? Grade boosts? Etc. Some guidance will be helpful. Heather suggested using the info given on the videos by our faculty as to how they encouraged participation.
- B. Comments - how to convey to students that their written comments only go to the faculty member, and where they can take comments that need the attention of a faculty supervisor; who is their ombudsman? Sarah suggested that this is really the role of another committee involving students (ours involves faculty); Emily suggested SADA, and ASUAF. Jessica suggested putting info on the syllabus template.
- C. Orientation. Blue info should be included in orientation. The existing ppt could be updated and used (in Team Drive). Also suggestion of interpretation of Blue results. Sarah suggested having a faculty video volunteer (Nathan in this case) do a screencast discussing how he interprets results. Could use a "fake" Blue results for this, doesn't have to be his own.

#### VIII. Action items

- A. Memo - a draft was placed (by someone?) in the Team Drive for comments, editing by the committee
- B. Website - Jessica has a few more edits
- C. Videos - Madara working with Joe to edit
- D. Publicity, Cornerstone - Sarah when the videos are done?
- E. Thanks yous - Sarah will bring to next meeting (Heather will send Sarah names)
- F. SADA contact - Sarah will initiate
- G. Sample orientation schedules (someone? - Karen can) as a first draft
- H. Contact Nathan about an interpretive screencast - Heather

VIII. Meeting was adjourned at 1:30 pm.