# New Faculty Committee

Meeting Agenda

**Date:** Monday, November 6, 2023
**Time:** 11:00 AM
**Location:** Virtual Meeting Room

**Agenda Details:**

1. Call to Order & Approval of Agenda -
    a. 11:02am
    b. Forouzan made a motion to approve, Erin seconded.All in favor.
2. Approval of Minutes -
    a. Marybeth made a motion to approve, Forouzan seconded. All in favor.
3. Announcements/Updates/Introductions -
    - Meeting to Institutionalize NFI-Thursday Nov 16, Erin will be meeting with the administrators and HR to consider funding for NFI. We are funded from now until the end of the year, however, this discussion is to determine the source of future funding from 2024-25 and beyond. Flexibility of NFI participants and the role of the NFI (will be discussed if necessary). Erin will discuss the funding and inquire to see if there are potential grants for the NFI.
    - Meeting with HR- Erin will be meeting with HR for a conversation. Discussion is regarding mentors and the possibility to offer incentives to mentors to participate. Meeting Monday Nov. 20 at 10:15, Erin will share the results of that meeting at our meeting that follows. Forouzan will attend to support and anyone else from this committee is invited.
    - Erin informed HR that the first mentor meet and greet is scheduled before the meeting, so any additional funding may be for the Spring semester.
    - New Faculty (Thanks)giving - Friday, Dec. 15th - Lizzy sent an email to confirm Cloverfield has been reserved for this event and will be hosted by the SMC Foundation. Erin will make the invites and send out as soon as possible. NFC is invited and hope to see as many of us attend as possible. We are also going to make sure to invite President Jeffrey and the VPs.
4. Action Items
    - Mentoring Meet & Greet - Friday, Nov. 17th -

- Invites sent, 9 full timers responded, none of the part timers responded requesting to participate in the mentoring.
- We currently have one part timer participating in NFI, our goal is to increase participation of the part timers.
- Of the 9 that requested to participate, 5 of them confirmed attendance at the mentoring event. there were 2 *not sure*, and 2 *no's*. Mentors for the no's will be excused from the meet and greet and set up a time to meet with their mentee. Forouzan will reach out to the not sure to get confirmation.
- Emily asked for clarification about if the mentors need to come whether they have a mentee or not, Forouzan said she and Erin will meet and let mentors know by this Friday if they are required to attend.
- Menu - Forouzan reached out to TCBY and is waiting to hear back from them. Location is set, the Skybox. Fourouzan will send another announcement reminder about the event.

5. Discussion Item
    a. NCORE proposal - Marybeth and Erin met to start thinking about the NCORE proposal to see what they are requesting from presenters. Erin shared a link for the committee to discuss and provide thoughts and ideas.
        - Erin asked NFC to suggest times that are good for them to meet to put together a proposal. Erin shared her screen and went over the requirements from the proposal application and requested NFC input. Forouzan asked for clarification on the type of presentation and the deadline to submit. The deadline is December 18th.
        - Committee discussed new faculty workshops that were accepted to NCORE last year. Erin mentioned she did attend a poster session about New Faculty but didn't see anything centered on CC faculty.
        - Erin took notes and added them to the document she and Marybeth started at the first meeting on Monday October 30. NFC discussed and shared ideas. Erin gave editing access to NFC and as requested by Marybeth, asked that anyone interested create or suggest a title, add one learning outcome, and draft two potential sentences that go into the description by the meeting on November 20th.
        - Fridays seems to be the best meeting day for the committee. We will meet again on Friday December 1st for a final discussion on what will be submitted. Forouzan suggested we add time to our next meeting to

continue the proposal. Erin said we can add this to the agenda and make time for it.

b. Data (if time)- Data will be shared at the next meeting and we can determine next steps. Forouzan requested the data be sent so she could create tables that can be read easily by the committee.
c. Emily suggested bringing back Bettina Love and Erin agreed that would be good since we now have her new book and it has not been distributed to the new faculty yet.

6. Adjournment: Meeting was adjourned at 12:14, all in favor.
    a. Next Meeting: Monday, November 20, at 11:00am Online only.
    b. NFC committee on December 4th will possibly be Hybrid.
    c. NFC are asked to encourage NFI and others (NFC) to apply for PDC funding and will discuss at the next meeting.

(Upcoming Meeting/Events)