

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, February 26, 2024

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

1. **Call to Order & Approval of Agenda** Meeting called to order at 11:05 Andria moved to approve the agenda, Christyanne seconded, all were in favor.

Committee members present Erin Cue, Andria Denmon, Vickie Rothman, Christyanne Melendez, Forouzan Faridian, Emily Elam, Daniela Washington, Marybeth Murray, Poy Yamada.

[Approval of Minutes](#) - Christianne motioned to approve, Emily seconded

Announcements/Updates/Introductions - Andria announced Erin's recognition Friday for the Ubuntu Award from the Pan African Alliance. Congratulations Erin!

2. Discussion Items

- a. Adjunct Committee - Marianne Borgardt with ESL and non credit program and co-chair of the adjunct committee joined the meeting to support brainstorming ideas and increased participation of part time faculty. Erin shared the information from the previous meeting with Marianne and Cathy were already included in the FUN Facts. Marianne shared that timing/scheduling was important. Forouzan shared the mentor program and how it operates. Marianne shared that she thought the idea of having new faculty have the ability to observe a veteran professor is a gift as well as what works best for the faculty and mentor meetings. She suggested an orientation for the mentors in terms of types of questions they should be addressing with new faculty. Forouzan shared information about the guide sheet shared with the mentors. She also shared information about what is sent to prospective mentors to determine their qualifications to mentor. Erin shared that Cathy is part of the welcome and intake for new part time faculty and that she has been sharing with new people about the NFI and thinking there may be something else we might be able to share with Cathy to share with them. Andria suggested creating a mini commercial that we could create and share about the NFI, who we are and what we did, and what support we provide. Marianne shared that Cathy's role with meeting with new hires is through the FA and that she has a very short period of time, about 15 minutes, and perhaps we should have a flier or handout of some sort. Erin shared that perhaps personal messages to part time faculty would garner more interest. Daniella suggested sending a personal email and welcome note! Maybe with a little cookie or something sweet. Vickie

suggested a video similar to what Peter Morse does. We will delve more into creating a video, flier, and/or personal message.

3. Action Items

- a. [Mentor Budget Form](#) -The committee reviewed the Mentor budget form and made corrections and changes. Erin wanted to make sure the questions and topics covered by the mentors are appropriate and if there are any questions or topics we want the mentors to focus on specifically. Forouzan and Erin will work on the survey and send it out. Committee members approved.
- b. Spring Professional Development Day
 - Heather Archer- Marybeth will reach out to Heather and send the message that she will receive a check 30 days after her presentation and Erin will create a Zoom link for the presentation. Erin shared the proposal with the committee.
 - NCFDD- has been approved to present Navigating the Tenure Track process. Still waiting on PO. The NFC needs to create a blurb or some sort of wording that includes all faculty and is welcome to attend. Erin asked for someone willing to do this by next week. Emily said she will write something for us to use and send out with the goal of making sure that what we send is an inclusive message.
- c. Service Fair- Scheduled for May and Mentor classroom observations were switched to April. We have received two more invitations.
 - **EGC**- Come to the service fair to present their information, majority of the NFC agrees to this.
 - **Office of Student Life**- They are struggling to get advisors for the club and would like to come to present on being a mentor. Adjunct can't be advisors but can be co-advisors if a full time faculty member is willing to support the part time faculty. All in favor of inviting OSL.
- d. Conferences -NFC has been approved a budget of 30,000 to support NF attending conferences for this year. Erin asked if it would be a good idea to promote two conferences versus one (NCORE). Committee agreed to support the two conferences below. Fourouzan asked if the committee can also consider more specialized conferences. Committee discussed the professional development funds available through the Professional Development committee and will discuss further.
 - NCORE
 - AERA

Meeting adjourned at 12:20.

NEW FACULTY INSTITUTE

Program Calendar

SAVE THE DATES

THURSDAY, AUG 24 Professional Development NFI Meet & Greet: Sneak Preview to Overcoming Common Challenges as New Faculty	FRIDAY, SEPT 15 SMC Amazing RACE Community-building activity - Discover areas and services available on campus that will be helpful to your success	FRIDAY, OCT 20 Student Support Student Services Center Tour	FRIDAY, NOV 17 Meet Your Mentor Pairing interested new faculty with mentors outside of their departments.	FRIDAY, DEC 15 New Faculty (Thanksgiving) Opportunity to celebrate the semester.
FRIDAY, JAN 19 Benefits Workshop Start saving now	FRIDAY, FEB 16 Academic Support Learn some new facts about your new role.	TUESDAY, MAR 12 Spring Professional Development Topic - TBD	FRIDAY, MAR 15 Spring Professional Development	FRIDAY, APR 19 Mentor Classroom Observation
FRIDAY, MAY 17 Service Fair Learn about the many ways that you can get involved and serve at SMC!	MAY 28 - JUNE 1 NCORE Attend 36th Annual National Conference on Race & Ethnicity in Higher Education in Honolulu, Hawai'i	FRIDAY, JUNE 14 End of Year Celebration		

Adjournment

Next Meeting: Monday March 11th, committee agreed to meet as scheduled.

[\(Upcoming Meeting/Events\)](#)