

NEW FACULTY COMMITTEE

Meeting [Minutes](#)

Date: Monday, December 4, 2023

Time: 11:00 AM

Location: [Virtual Meeting Room](#) & SSC 223

Attendees: [Erin Cue](#), [Forouzan Faridian](#), [Emily Elam](#), [Marybeth Murray](#), [Vicki Rothman](#), [Samantha Manual](#), [Daniella Washington](#), Visitors: [Jessica Krug](#) and [Lea Hald](#)

Agenda Details:

1. Call to Order & Approval of Agenda- [Forouzan made a motion to approve, Marybeth seconded, all in favor.](#)
2. [Approval of Minutes](#) - [Marybeth made a motion to approve, Forouzan seconded, all were in favor.](#)
3. Announcements/Updates/Introductions
 - [New Faculty \(Thanks\)giving - Friday, Dec. 15th- invites were sent out last week to all new hires,. 74 invites to both part time and full time new hires. Erin will also send to President Jefferey and Admin, VP, and Jamar London, so far 14 confirmation RSVPs have been received. EPI Center team will be invited as well.](#)
4. Discussion Item
 - a. [Drop-In Hours -\(with EpiCenter Faculty Leads\) Lea Hald and Jessica Krug- Faculty Co Leads in EPI Center both provided updates about drop in hours. There has not been as much participation as we had hoped. Jessica and Lea meet once a week to discuss how the drop in hours are going. They discussed how they compare their work to student office hours and the similarities. They are brainstorming ideas on how to get more participation. Those that are showing up are mostly from the English department. We discussed sending out a personal email from the EPI center co-leads. Reminders are being sent out by the NFC regularly. Erin suggested having a sign up sheet and Jessica suggested having a way for new faculty to reach out to them at other times than the office hours. The committee made suggestions on how to get more participation including focused topics. Daniella suggested sending SMC Cares notes to them. NFC is considering changing to requested times by faculty instead of a set drop](#)

in office hours. A survey will be sent out to ask new faculty what works best for them and how they might want to participate in getting support through the drop in office hours. The NFC is greatly appreciative of the work Jessica and Lea are doing.

- b. New Faculty Data- Erin shared data about NFI and how we can look at that data for NCORE as well. The committee discussed how the NFC is addressing many of the areas. In the areas of Professional development Data, we looked at challenge areas. Work life balance and navigating the evaluation process which were among the highest challenge areas selected. NFC spent time discussing topics and potential speakers that could address both.
- c. [NCORE proposal](#) (if time)- Request was made for the committee to continue adding comments and suggestions if time.

5. Action Items

- a. Benefits Workshop Announcement-Vicki shared the flyer she will be sending out. She will make necessary changes to the flyer. Flyer was approved with minor changes. Vicki will share the email that's going out at the next meeting.
- b. Spring Professional Development - Committee will continue to look for possible speakers and discuss again at next meeting, so Erin can work on this over the winter break. Other committee members are invited to work with her over the break.

6. Adjournment - meeting adjourned at 12:17, Samantha made a motion to adjourn, Daniella seconded, all in favor.

- a. Next Meeting: Monday December 11
([Upcoming Meeting/Events](#))