

NEW FACULTY COMMITTEE

Meeting Minutes

Date: Monday, February 12, 2024

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

Agenda Details:

1. Call to Order & Approval of Agenda- Meeting called to order at 11:12 due to technical difficulties. Members present were: Daniella Washington, Erin Cue, Christyanne Melendez, Poy Yamada, Andria Denmon, Marybeth Murray. Motion to approve the agenda was made by Christyanne and seconded by Andria.
2. Introduction activity- Erin asked what committee members did to help reset and get ready for the new semester. Each member shared.
3. [Approval of Minutes](#)
Motion to approve made by Erin and seconded by Marybeth.
4. Announcements/Updates/Introductions
Committee website has been updated to add the new NFC members. Erin shared that she and Marybeth worked over the winter break and accomplished a few things in preparation for the Spring semester.
 - NCORE- Erin shared that the committee's presentation to NCORE was accepted and Marybeth, Poy, and Erin will present at this year's NCORE in Hawaii. 30,000 has been budgeted for our committee to participate in an equity-minded conference this year. Approximately 6 faculty participants can be funded along with committee members that are presenting at NCORE. Approximately 3,000 will be reimbursed through NFI funding. All committee members will need to let Erin know of their interest in attending to help determine how NFC will support additional committee members. If anyone is interested in helping prepare new faculty to get ready for NCORE, please let Erin know. Daniella volunteered for this role.
 - Winter Planning Session Updates - We made recommendations for EEO grants, such as extending the mentor program, recreating summer faculty institute (not apart of NFI), speakers, and survey items.

[New Faculty Committee Website.](#)

[New Faculty Institute \(Homepage\)](#)

- Over the break Marybeth and Erin met with HR after reviewing the HOTEV report to address some of the recommendations and how the NFC could support that work. We looked at onboarding and mentoring. Speakers - The committee discussed the speakers we were looking at for flex day and for the Spring PD for NFI. Marybeth shared information about speakers that were researched including NCFDD, Bettina Love and Heather Archer. Members are asked to think about anyone they know that can speak to navigating the tenure track process so we can continue to try to confirm a speaker for the Spring PD.
 - Adjunct Committee Collaboration -Marybeth and Erin met with the adjunct committee over the winter break to brainstorm how to meet one of the NFC goals which is increased participation of part-time faculty. Fun Facts was updated based on that meeting and a few things were added to include the part time faculty meeting dates and to ensure new part time faculty knew the adjunct committee existed, along with information on the workshops, including the workshop for understanding your salary. Cathy and Marianne gave us dates for their meetings to share. We also invited Cathy and Marianne to come to our next committee meeting to meet our goal of getting more part timers to participate in NFI. Marianne will attend our next meeting on the 26th to help brainstorm ways to get the part timers more involved.

5. Action Items

- a. Spring Professional Development -Calendar was reviewed and committee discussed the service fair. Erin will need help from someone on the committee to plan that as well as help with preparing for NCORE and supporting the NFI participants. Daniella offered to help with NCORE to create a guide. Marybeth will continue to work to confirm NCFDD for a presentation at the NFC Spring PD.

6. Discussion Item

- a. Upcoming Events/Calendar (Leads)

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, Hawaii!	FRIDAY, JUNE 14 End of Year Celebration		

7. Adjournment - Erin expressed gratitude for having Andria and Christyanne back this semester and for Daniella's help with NCORE prep. Next Meeting: Monday February 26th (Adjunct Committee)

a. Meeting adjourned at 12:12

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