

# NEW FACULTY COMMITTEE

## Meeting Agenda

**Date:** Monday, August 21, 2023

**Time:** 11:00 AM

**Location:** [Virtual Meeting Room](#)

### Agenda Details:

1. Call to Order & Approval of Agenda
2. Approval of Minutes - None
3. Announcements/Updates/Introductions
  - Welcome Back Icebreaker
    - Let's spell SUMMER!
  - [End of Year Report](#)
    - Erin asked all committee members to take a look when they got the opportunity.
4. Action Items
  - a. Review New Faculty Institute Budget & Plan
    - Budget was reviewed and will be shared with Maria.
  - b. New Faculty Institute Website & [Flyer](#)
    - Minor changes were made to flyer including adding a connection in addition to supporting.
    - Also a suggestion to adjust the bullets.
    - Flyer will be sent to chairs at upcoming chairs meeting and new faculty.
  - c. [Review Welcome Letter](#)
    - Suggestion from Marybeth: As you begin ... provided below and how it relates to your new role at SMC:
    - Suggestion from Poy: connect with us on this journey and allow us to support you during this first year!
  - d. Review Welcome Survey
    - The following changes were approved for welcome survey:
      - Title - 2023-2024 New Faculty Institute
      - Question #3 – add “Middle Eastern or North African”

- Question #11 – change to “How satisfied are you with your decision to join the faculty at SMC?” (instead of how happy are you with your choice to be a new faculty at SMC?)
  - Erin also asked Hannah to update links at the end of the survey for faculty learning community enrollment.
- e. Recruitment Date for New Faculty
- Welcome letter and website will be distributed and published on Friday unless the welcome survey can be completed today.
5. Discussion Item
- a. Calendar - Meeting & Event Dates
- Committee agreed to continue meeting on Mondays.
- b. Organizer for SMC Amazing Race - Sept. 15th (3rd Friday of the Month)
- Samantha Manuel agreed to co-lead the amazing race.
- c. Additional discussion items (if time)
- Changes to Canvas Shell - postponed to next meeting.
6. Comments
7. Adjournment

Upcoming Agenda Items: Review of Goals