

NEW FACULTY COMMITTEE

Meeting Agenda

Date: Monday, October 9, 2023

Time: 11:00 AM

Location: [Virtual Meeting Room](#)

Agenda Details:

1. Call to Order & Approval of Agenda
 - a. Meeting called to order at 11:05am.
 - b. Marybeth made a motion to approve, Forouzan seconded the motion, all in favor.
2. [Approval of Minutes](#) -
 - a. Minutes were approved with motion to approve by Emily and Forouzan seconded. One change to today's agenda is Line item 5A.
3. Announcements/Updates/Introductions
 - Student Services Center Tour - Friday, October 20th - Vicki shared that the tour is organized and Erin will follow up with Andrea to order the food for the event.
 - New Faculty that have RSVP's are approximately 2 people.
 - Erin proposed to include a calendar invite to all new faculty, whether new faculty institute participants or not. Committee agreed that it was a good idea.
 - Poy will be there to help.
 - Event starts at 10:00 Vicki will send email to her team to let them know to prepare for visitors the day of the event.
 - Emily wanted to know if there has been any word on if the NFC has a space/office in the student services center. Erin shared that has not been discussed and believes that Jessica is using the extra room in the EPI Center for new faculty drop-in hours.
 - Erin updated the Flyer with the correct date.
4. Action Items
 - Mentoring Meet & Greet - Friday, Nov. 17th

- Flyers- Forouzan shared the email she will be sending out to the faculty to solicit interest in being a mentor to new faculty. Committee shared suggestions and ideas for communications. The words “caring” and “equity- minded” were added to the solicitation as well as the new language requesting that profiles of previous mentors be allowed to keep their profiles up. There was also language about mentors being required to attend the first meet and greet.
- Menu - to be discussed at the next meeting.
- Exit Ticket - Forouzan shared what the exit ticket looks like for the NF and asked if there were any thoughts or changes/suggestions. Committee agreed that what she created is good and we should keep the current Exit Ticket.
- Chairs Meeting- Erin met with the chairs on Friday. Chairs were supportive of the flyer shared and the work the committee is doing in terms of supporting new faculty and finding them mentors
- Benefits Workshop - Will be discussed at the next meeting.

5. Discussion Item

a. Jessica - New Faculty Hours -

- Dates and times are on the EPI Center calendar. Jessica has had a few people come and have had really engaging conversations and is wondering if the NFC can get more people to participate and attend New Faculty Hours.
- Fourouzan suggested using the Canvas shell to make announcements with that information.
- Erin shared the New Faculty Office Hours.
- Forouzan suggested adding and sending reminders to encourage NF to visit the EPI Center office hours at least one time. In the announcement it will be “strongly encouraged” to visit the office at least once.
- Committee will be in conversation with EpiCenter Faculty Leads about opening it up to all faculty.

b. NCORE-

- Committee hopes to take at least 8 NF, although the original proposal was to budget for all 20 NF to attend. That number usually allows for Committee Members to attend.

- Emily asked if the committee would be interested in presenting what we are doing at SMC as the NFC. December is the deadline for the call for proposals to NCORE.
- Erin would like to have a group that is interested in creating the proposal to meet on October 30th, 2023 at 11:00 am. via Zoom.

c. New Faculty (Thanks)giving -

- Friday, Dec. 15th - Lizzy said she will be visiting Cloverfield and will talk with them about having the NFI dinner there and have it sponsored. If that does not happen, we need to think about what we are going to do. 3rd floor faculty lounge, lawn, etc. Committee will revisit this again at the next meeting.

d. Goals for this year-

- Erin shared and discussed the goals document Goal #5 has been completed.
- Another goal will be to share the work of the committee both in and out of the campus community. We are on track as it has been shared at the Chancellor's EOP meeting.
- Erin also presented to the board of trustees meeting on September 12, 2023.
- Erin asked if there was anything the committee wanted to add as a goal for us to work on and shared that we would like to get more part time faculty engaged in NFI. We currently do not have any part time faculty signed up and participating in the NFI. Committee agreed to make this the third goal of the year.
 - Erin will try to reach out to the Chairs that have incoming faculty and let them know we are struggling with getting the PT Faculty engaged and let them know these resources are available to them.
 - Committee will consider inviting the Chairs of the adjunct committee to our meetings.
 - Poy suggested we have some type of anecdote or quote of experience from previous participating faculty.
- Recap of Goals
 - Goal 1- Continue to have new faculty join the NFC post NFI participation.
 - Goal 2- Present committee work to the broader community
 - Goal 3- Recruit more part time faculty

6. Adjournment - Meeting adjourned at 12:18 pm.

a. Next Meeting: Monday, October 23rd at 11:00am - Online only

Monday, November 6, at 11:00am Hybrid

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