

12-4-2015

## Faculty Development minutes 12/04/2015

Faculty Development Committee

Follow this and additional works at: [http://digitalcommons.morris.umn.edu/f\\_develop](http://digitalcommons.morris.umn.edu/f_develop)

---

### Recommended Citation

Faculty Development Committee, "Faculty Development minutes 12/04/2015" (2015). *Faculty Development Committee*. 37.  
[http://digitalcommons.morris.umn.edu/f\\_develop/37](http://digitalcommons.morris.umn.edu/f_develop/37)

This Minutes is brought to you for free and open access by the Campus Governance at University of Minnesota Morris Digital Well. It has been accepted for inclusion in Faculty Development Committee by an authorized administrator of University of Minnesota Morris Digital Well. For more information, please contact [skulann@morris.umn.edu](mailto:skulann@morris.umn.edu).

Faculty Development Committee  
December 4, 11:30 a.m.  
Student Center Conference Room

Present: Tracy Otten (chair), Peter Dolan, Windy Roberts, and Adele Lawler  
Absent: Kathryn Beuato, Maddy Lerner, Roger Wareham, and Stephanie Ferrian

I. Approval of the minutes:

The minutes from the November 13, 2015 meeting were reviewed and approved. Roberts will send to Jayne Blodgett for the Digital Well.

II. Continue Planning for the Spring Teaching Series:

Otten informed the group that she has touched base with David Langley and the Dean; both say the plan is fine, the Dean would like the FDC to prioritize for newer faculty (first 10 years) to be encouraged to attend the spring sessions. Otten asked the group if they thought this should be stated in the invitation and indicated concern that if this was stated on the initial invitation, that long-term faculty might not register. The group decided not to mention this on the invitation but if necessary will prioritize registration based on the responses.

The group agreed on the title *Spring Faculty Development Series* for Langley's sessions. The schedule was confirmed as follows:

February 3, 2016:	Langley arrival TBD / Open Event for campus at 4:30 - 5:30 pm Science Building #1020 (the room has been reserved by Ferrian)
February 4, 2016:	Two presentations 12:00 pm - 2:00 pm in Moccasin Flower Room
March 3, 2016:	Two presentations 12:00 pm - 2:00 pm in Moccasin Flower Room
March 24, 2016:	Two presentations 12:00 pm - 2:00 pm in Moccasin Flower Room

Open Event Details:

The intention of the February 3<sup>rd</sup> event is to introduce David Langley and the CEI to the larger campus. He will discuss CEI objectives, resources and opportunities as well as take questions. Lawler has reserved the LaFave House for Langley to stay over that night. Refreshments will be served similar to the TAFS events. Lawler will check with the Dean on amount allowed for refreshments and touch base with Karen Ellis for ideas for refreshments. Otten and Roberts will collaborate on a campus invite email, which will include a mini-bio on Langley, a description of CEI and CEI site link. Otten will send this email out the last week in January and a reminder just prior to the event.

SFDS Promotion:

The group discussed the idea of sending RSVP/invitation cards to early career faculty, specifically the list of 25 Darla Peterson sent to Otten earlier this fall. The group agreed that we should expand our new faculty target group to anyone that has taught at UMM for 10 years or

less. Lawler will ask Darla for an expanded list and work on the RSVP/invitation cards. These special invites will be sent out during the first week of classes.

#### SFDS Registration:

Otten will send out a Spring Faculty Development Series pre-registration email to all faculty before the end of fall semester, and depending on enrollment, another reminder again after classes resume. The group reviewed the draft email and minor edits will be made for clarification. Dolan worked on the registration system that will be included in the email and will add the times and descriptions, before it goes out. Prior to the sessions he will tabulate the responses and send them to the FDC. Otten will continue to solicit assistance from ADT and other long-term faculty to attend the sessions in order to provide an experienced UMM perspective.

Beyond the teaching series, Langley indicated to Otten that he would also be willing to come to UMM in April for follow-up and future planning. The FDC will try to meet with him while he is here for the sessions and see if additional time is necessary.

#### III. Time Release

Otten told the faculty members of the FDC (only faculty members of the FDC review the Time Release applications) that applications should be available via Google documents late Monday or Tuesday for review. Lawler reserved the Moccasin Flower Room for this meeting on December 9 from 4:30-6:30. Otten explained the process: once the applications are reviewed, they should be ranked on a scale of 4-high and 1-low. The subcommittee will meet to discuss their reviews of the application and Otten will write up the recommendations to send off to the Dean for his final decision.

Otten reminded the committee to update their Google calendars in order to schedule the spring FDC meetings. The next meeting will be scheduled right after the winter break.

Meeting adjourned at 12:30 p.m.

Respectfully submitted by Adele Lawler