

University of Minnesota Morris Digital Well

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Faculty Development Committee (Inactive)

Campus Governance

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Faculty Development minutes 04/16/2015

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Faculty Development Committee Meeting
April 16, 2015

Present: Mark Logan, Tracey Otten, Adele Lawler,
Absent: Rebecca Dean and Jeremy Karger-Gatzow

No minutes were available from last week's meeting to approve. Dean took the minutes but was not able to get them to Logan.

Logan forwarded the evaluation summary from last year's Fall Professional Development Day to Clement Loo so his group could get an idea on what worked last year; this will help planning their session. Logan also gave them the timeline (by the week of finals, a definite schedule is needed). Clement said he would have specific titles and names of facilitators by finals week.

Logan said he was not able to find time to meet with Jen Herrmann Zych for the session on retention. Jen has other facilitators in mind for this session; Logan is meeting with her next week. Logan did go over the venue for the different sessions with Jen; she thought might work. Otten asked if Logan had specifics from Jen; Logan said no, but he explained to Jen the paralleled sessions in the morning and afternoon. Otten asked if Jen was aware of the timeline; Logan did not relay that information to Jen but will when he meets with her next week.

Lawler shared the handout from last year (a UM folder with all the handouts, as well as the evaluation sheets) she also shared an email from Tony Nemmers with menu options for lunch for the Fall Professional Development Day (FPDD). There was a general consensus to stick with the deli menu only see if more options could be available for the condiments (i.e., different types of mustards, horseradish, etc.).

Lawler asked the committee if they want to do little freebees this year. Logan's feeling people won't notice little gifts and would not justify the extra expense.

Lawler explained the evaluation sheets are in the handout folder and at the welcome the Dean or Chair will need to ask attendees to complete the evaluation. Lawler did say that some of the evaluations come in after the FPDD via campus mail. It would be great to remind the attendees to be sure to complete the evaluation at the welcome, remind them again at the lunch break, and then again at the closing remarks. Another good idea would be to send an email after event reminding people to be sure to complete the evaluations.

Lawler reported on talking to Mark Zaske from Instructional and Media Technologies (IMT) to make certain the needed equipment will be where it is needed; Mark said to talk to him in July for equipment needs.

Logan asked about invitation (rsvp) by Google documents; Lawler will work on this but it may not be available to the committee until possibly the last meeting day (she will be busy on budgets the next week).

Lawler asked which committee members will be available during the summer; Logan will be around during summer via email. Otten will also be available (if a quick response is needed she can be reached via email or phone).

The question was asked what if we have more people than will fit in a room. Oyate will be split in three sections. The room with the fireplace will be where the breakfast and lunch will be served; the other two rooms will need to have the partitions closed once the welcome is over. Lawler will check on how Oyate is divided with the partitions (Lawler called and left a message for Karen Ellis, as of this date, she has not heard back from Karen. Lawler will contact David Swenson to see if Louie's Lower Level can it be reserved.

Logan will send initial invitation on July 10 and reminder on July 24, 2015 with an rsvp back on August 4.

Adjourned at 1:45 p.m.
Submitted by Adele Lawler

DRAFT