

University of Minnesota Morris Digital Well

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Faculty and P&A Affairs Committee

Campus Governance

7-13-2020

FAPAAC minutes 07/13/2020

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Faculty and P&A Affairs Committee (FACPAAC)

July 13, 2020 **FPDD Planning Meeting**

Zoom Link 10:00 AM-11:00 AM

Faculty and P&A Shared Drive

Email: umm-fpa-affairs@morris.umn.edu

NOTES

Communicating to campus:

- Include all non-student employees rather than only faculty and P&A staff. We should check with Janet first just to make sure. Elena will email Janet and then draft the emails to campus (here's a start on the [Save the Date](#)).
- To include in the emails:
 - What is and isn't included and why.
 - What the format is and why.
 - That we are planning to do another professional development day in the Spring.
 - Lunch will not be provided. There will be door prizes (\$50 maximum item from bookstore)
- Email to Janet (Elena will email)
 - Ask if we can invite all non-student employees
 - Invite her to give a welcome to campus (a very short one)

Schedule

- Welcome/logistics
 - Janet to give welcome speech
 - Nick will explain logistics at the beginning of the day
 - Mute everyone
- Unconference idea generation
 - Once Emily and Chlene sort through the ideas proposed, they will let speakers know if there are rooms related to their areas of expertise and invite them to come to that group. If possible, put those topics in the first round. Save a space in the first round for a mental health related topic.
- Lightning Round
 - Should questions come in chat, anonymous google form, or both?
 - Will there be one or two people monitoring them? If two, what is the division of labor between them?
 - Proposal - use google forms for all the questions. Keep chat to logistical/technical issues. If someone does mistakenly enter a substantive question into the chat, the chat

- monitor could copy & paste it into the google form. The chat monitor will also watch for raised hands. Two people tag-teaming on the google form will mark groups of questions they will raise to the presenters.
- Separate forms for each session. Close the form for the session that is not currently happening.
 - Google form format - multiple choice for presenter question is directed at, a single text box.
 - Moderator of the second lightning round session should give participants instructions for the unconference.
 - Put the slides for various presenters together.

Unconference:

- Room host role - not to lead the discussion, but make sure tech is working, a recorder is identified, conversation is going smoothly. Make sure resources entered in the chat are copied and pasted into the notes.
- Notetaking - anyone in the room can add to the notes, but there should be one person with a designated responsibility to take notes.
- Can add more rooms as needed.
- If too many people go to one room, use breakout rooms to separate into smaller groups.
- What if people want to continue on in their same group going into the second time slot instead of moving to a new room? (They would lose their zoom room to the next topic if the same zoom links are used for the two time slots.)
- **Proposed Schedule for FPDD 2020** - this is still under development. This is just a document to help discussion at the meeting.
 - various forms, including registration
 - Canvas site, Zoom mechanics
 - sharing roles
 - fun topics for lunch rooms

New Business

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Other

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Adjournment

Fall Semester 2020 (70 class days)	
August 15-18, Sat.-Tues.	New Student Orientation
August 19, Wednesday	Classes begin
September 7, Monday	Labor Day Holiday
October 6, Tuesday	First half semester classes end
October 7, Wednesday	Second half semester classes begin (no fall break)
November 25, Wednesday	Last day of instruction
November 26-27, Thurs.-Fri.	Thanksgiving Holiday
November 28-30, Sat.-Mon.	Study days
December 1-4, Tue.-Fri.	Final examinations, online or by other remote means