

11-1-2012

Faculty Development minutes 11/01/2012

Faculty Development Committee

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Recommended Citation

Faculty Development Committee, "Faculty Development minutes 11/01/2012" (2012). *Faculty Development Committee*. 18.
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Faculty Development Committee Minutes, November 1, 2012

Present: Siobhan Bremer (chair), Mark Logan, William Straub, Rita Bolluyt, Matt Fredericks, Jon Troe, Kristin Beck, Matt Senger. Absent: Farah Gilanshah

Matt Senger came to walk us through the website and discuss how we want to do it. We began looking at the Steering Committee webpage as a sample. The content in all committee webpages includes a list of current membership, a description of the membership, and powers/responsibilities as detailed in the constitution. A sidebar features meeting dates and links to minutes from the Digital Well.

Currently History links to the old webpage under the Faculty Center, featuring old minutes. It is not known if the Faculty Center webpages are going anywhere and we could make a request to the Dean if we have an idea what should happen to them.

We would be able to add pages to the right navigation bar, for instance: we probably want links for Fall Development Day, Faculty Enrichment Program, and Time Release funds currently. If we wish to have one of these highlighted in the central area we can have it appear there in a time frame of our choice.

One idea proposed was to have one link for all noncurrent programs leading to a page where links can lead to each of them, while any current program should have its own link on the committee homepage.

Documents relating to a program (such as guidelines and applications) should be put in Netfiles and linked from there. This will allow documents to be updated without making changes to the webpage itself. It is encouraged to switch to GoogleForms when suitable as they are easier to maintain. An alternative is an html form. For attachments, there can be ways to do a digital drop box in Netfiles.

We can supply them with content in the form of Word documents or Googledocs and web addresses for links. We can choose the preferred order of links in the right navigation bar. The layout of the main items in the central portion of the page (Membership, Responsibilities, etc.) is currently uniform across committees. We can choose to have items appear below them.

Timeline: If we provide content by mid-November, they should be able to roll the site out by the end of November. Content will go through the committee chair. Matt Senger left at this point.

We briefly discussed the content we have been looking at: The Faculty Enrichment description will be brought into line with the current guidelines. The specified number of participants will be made less precise so we don't have to update it constantly. For the Founder's Scholar program, material from the Dean's email may be used. Time Release funds should have a general description. Material on the IT Mentorship should be changed to past tense.

We will send files to Siobhan Bremer, who will have a Googledoc put together for us to look at over the next couple weeks. Next week's meeting Adele Raymond and the Dean will attend our meeting and we will be talking about Fall Development Day.

Respectfully submitted, Mark Logan