

Faculty Associates/Instructional Designers Meeting Minutes

Wednesday, February 12, 2:00 – 3:00 pm

In attendance: Angela, Carolien, Corinne, Emily, Mary, Michele, Mitch, Phil, Sharmini & Tom
Absent: Alison & Sara

1. Teaching and Learning Committee (TLC) Update –

- a. <https://www.montgomerycollege.edu/offices/elite/tlc/>
- b. New program starting in Fall 2020 – a guided pathway for new faculty to start smart and stay involved throughout career in MC
- c. Faculty Fridays – faculty will have release time to attend a professional development workshop every Friday.
 - i. Where will these workshops be held?
 - ii. Incentives to attend for faculty who have been here longer?

2. Professional Day Review - January 23, 2020

- a. Writing Letters of Recommendation well attended on all three campuses. This workshop will be offered each January. Teaching in Honors will be offered in the fall.
- b. Recommendation to not schedule two workshops at the same time so there is no conflict for attendees.
- c. How to get attendees to fill out workshop evaluation?
 - i. Ask presenters to mention it at the beginning of the workshop
 - ii. Use QR code or bit.ly.
 - iii. Paper evaluations given out at the end

3. Workgroup Updates

- a. Please check online for campus workgroup meeting minutes:
<https://www.montgomerycollege.edu/offices/elite/faculty-associates.html>

4. College-wide Activities

- a. Angela
 - i. STEAMed Planet on March 27, 2020 in BE from 2:00-4:00 pm will focus on climate change.
 - ii. Africa and Diaspora Heritage Festival will be on February 27th from 11:30 am – 2:00 pm in TPSS - Student Services Building, 1st Floor Atrium. Angela will have a table featuring quilting.
 - iii. The Annual Women's and Gender Studies Program Scholarship Fundraising Reception will be on February 26th from 5:30 – 7:00 pm in Rockville, TA.
- b. Carolien
 - i. Spring 2020 Academy workshops begin next week.
 - ii. The Women's Leadership Conference on March 27th will have panels, workshops, food and prizes. Attendance will be capped at 100 with 50 spaces for students and 50 for faculty.
- c. Phil
 - i. 5th annual Love of Teaching conference on April 25, 2020 in RV from 9:00 – 12:00 will be celebrating diversity.

5. Other business

- a. Special Class Lists – More columns with student details will be added to the class attendance list for faculty intervention if necessary, e.g. academic restrictions, no major listed.
- b. Emily had a new design for the Rockville workgroup flyer and requested feedback from the group.
- c. How do we measure & track to see if our workshops are making a difference for faculty? Exit cards?
- d. The new Assessment Process workshops will be offered at all three campuses
 - i. Angela found out the day before
 - ii. Concerns as workgroups were unaware of these workshops and did not include in marketing and publicity
 - iii. Do all professional development workshops go through ELITE?

Next Meetings:

TLC – Wednesday, March 4, 2020 from 2:00 – 3:30 pm in MK 123

FA/ID – Wednesday, March 11, 2020 from 2:00- 3:00 pm in MK 124