

Faculty Associates/Instructional Designers Meeting Minutes

Wednesday, April 15, 2:00 – 3:00 pm via Zoom

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

Teaching and Learning Committee (TLC) Update – www.montgomerycollege.edu/offices/elite/tlc/

Meeting of 4/8/2020 had 3 focal points

1. ATP
 - a. ATP embedded coaches are struggling to maintain students' participation.
 - b. Coaches are being utilized more in this current remote teaching environment.
 - c. What support can ELITE give them?
 - d. Share best practices – if you know of faculty who have achieved full student participation, please share with the group.
2. New Faculty Orientation
 - a. TLC approved the draft. Will be on the TLC website soon.
 - b. New faculty will spend one full day at their home campus.
 - c. All 4 days will have hands on group activities to apply what they have learned.
3. Faculty Fridays
 - a. Will be on Friday afternoons from 1-4 pm.
 - b. Workshops will be in MC Learns and open to all.
 - c. New faculty hires will get a course release.
 - d. Current workshop details are on the TLC website.

Workgroup Updates

Please check online for campus workgroup meeting minutes:

<https://www.montgomerycollege.edu/offices/elite/faculty-associates.html>

College-wide Activities

1. Angela
 - a. Gen Ed Standing Committee will be scheduling Gen Ed Basics during week of final exams or commencement.
 - b. STEAM Conference cancelled due to covid-19.
2. Carolien
 - a. Academy has been a challenge due to remote teaching. Some are having remaining sessions online and some are asynchronous due to scheduling issues. Final session is next week.
 - b. Angela, Carolien & Phil will be offering a summer fellowship webinar on alternate assessments.
 - c. Women's Conference cancelled due to covid-19.
3. Phil
 - a. Love of Teaching and PT Faculty Cohort cancelled due to covid-19.

Other business

- a. New protocols in remote teaching times:
 - i. All workshops will be offered college-wide.
 - ii. FAs will reach out to their own campus community for workshop ideas.
 - iii. Scheduling will be done by the campus FAs and IDs.
 - iv. IDs will coordinate to ensure no overlap of workshops.
 - v. Each facilitator will have to schedule their own Zoom session.
 - vi. Marketing will be done by ELITE.
- b. Any troubleshooting issues with Zoom is done through IT and not ELITE.
- c. Teaching online is more exhausting than F2F. Suggestion was made to have 2 or more faculty instructing.
- d. Now that commuting is taken out of the equation, faculty may have more time to expand their professional development by teaching workshops for ELITE.
- e. Teams is used by some even though it has not been popularized as much as other programs.

Next Meetings:

TLC – Wednesday, May 6, 2020 from 2:00 – 3:30 pm

FAID – Wednesday, May 13, 2020 from 2:00- 3:00 pm