

## Faculty Associates/Instructional Designers Meeting Minutes

Thursday, October 22, 2020, 2:00 – 3:00 pm via Zoom

*In attendance: Alison, Angela, Carla, Carolien, Corinne, Mary, Mike, Michele, Mitch, Phil, Sharmini, & Tom*

### Professional Development Director Update – Mike

- PD Director has been hired. Paul Miller will begin the first week of November. He brings a wealth of experience and enthusiasm to the position. He will be heading the FAID meetings beginning next semester.

### Fall SRT Update - Tom

- 80 faculty are enrolled in program with around 15 mentors. Majority are PT faculty.
- A similar program will be offered in the spring but will not be called SRT

### Academy - Carolien

- Spring workshop series (5) are currently in the planning stage.
- Fall series had high registrations with waitlists.
  - No shows were high. How to avoid this in the future?
  - Keep enrollment the same.
  - Facilitators will send out follow up emails to registrants before the 1<sup>st</sup> class

### Workgroup Updates - all

Please check online for campus workgroup meeting minutes:

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

### Other business

- First Quarter (July 1 – September 30) enrollments have been very high. See details below.
- \*Change** - Campus workgroups will send out their workshop flyers to their campus only (previously Sharmini had been sending out all online workshops college-wide).
- STEAM event will be held on March 5, 2021. Angela is the contact for this.
- Humanities week is next week - October 26 – 30
- Reminder to please return rosters so they can be reconciled in MC Learns. Evaluations that are sent soon after completion have a higher rate of return. Also, faculty get concerned if their status has not been updated and contact ELITE.
- Office 356 Forms can be used to track attendance. Here is a link that allows you to duplicate what we use. **Please don't use this form - you need to make your own since every class is added to the owners' spreadsheet.**  
<https://forms.office.com/Pages/ShareFormPage.aspx?id=Cx5ATVJICE69OKjRXKDd2drgbtgTXrRIr6Duw2IDMU5UMjU1OUo1R1dJMjhUVjdaSjVaSIY3V0NVOC4u&sharetoken=YpSNdrOG1ICj06Zju9c>
- Or, instruct attendees to type their names in the chat box. Zoom has a feature to extract attendance as well.

Next Meeting:

Thursday, November 19, 2020 from 2:00- 3:00 pm

Montgomery College  
Office of E-Learning, Innovation and Teaching Excellence  
1<sup>st</sup> Quarter Report  
July 1, 2020 – September 30, 2020

Executive Summary/Highlights

In FY 2021's 1<sup>st</sup> Quarter, ELITE offered **37** workshops with a total attendance of **1,497** faculty, staff and administrators. In addition, **41** workshops were offered in collaboration with other departments/offices that had an attendance of **572**. Together, the total number of workshops was **78** with **2,069** attendance.

All workshops were offered online.

Structured Remote Teaching (SRT)

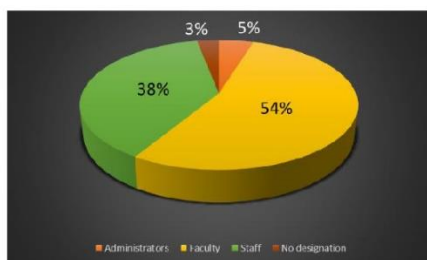
- SRT with Bb had 618 completions
- Advanced Series for remote teaching had 3 workshops with 118 completions
- New Faculty SRT with Bb had 22 completions
- WDCE SRT had 17 completions
- SRT Fall 2020 has 76 faculty enrolled

Fall Professional Week included Jeffry Selingo as keynote speaker, 2 other speakers and 3 panels with an attendance of 1,119. Holding Virtual Classes with Bb Collaborate Ultra and Zoom offered 6 sessions in July and August with an attendance of 69.

Seeing Self, Seeing Systems had 22 completions. Virtual Work and Change – Open Door Series had 40 enrolled. Work-Life Balance: Harmony through Values and Planning had 11 completions.

Five multicultural/diversity workshops were offered with an attendance of 645.

Summary Data



Employee Type	
Administrators	99
Faculty	1,115
Staff	792
No Designation	63

Collaborations with the following departments:

- Athenaeum Symposia
- English and Reading
- HRSTM
- Libraries
- Office of Compliance, Risk & Ethics
- Office of Equity and Inclusion
- OIT
- The Institute for Part-Time Faculty Engagement & Support
- WDCE
- WRL Center