

## Faculty Associates/Instructional Designers Meeting Minutes

Wednesday, November 13, 2019, 2:00 – 3:00 pm

*In attendance: Angela, Carolien, Cynthia, Mary, Michele, Mike, Mitch, Phil, Sharmini, Shinta & Tom*

*Absent: Alison, Corinne, Caroline, Emily, Sara & Tracey*

### 1. Teaching and Learning Committee (TLC) (Shinta/Mike)

- a. Presentation that was given to SSN shown to the group along with detailed descriptions
- b. The ATD priorities for student success will be followed for faculty success as well:
  - i. Start Smart
  - ii. Comprehensive Advising
  - iii. Scheduling
  - iv. Guided Pathways
- c. Suggested scheduling for Spring 2020
  - i. TLC – 2:00 - 3:30 pm in MK (Feb 5, Mar 4, Apr 8, May 6)
  - ii. FAID – 2:00 – 3:30 pm in MK (Feb 12, Mar 11, Apr 15, May 13)
  - iii. FAs will attend both meetings
  - iv. IDs will be on a rotating basis for a limited term

### 2. Professional Day - January 23, 2020.

- a. Suggestion to have Census 2020 workshops at each campus. IDs and FAs will contact Gloria Bonilla. These workshops will be in MC Learns and get PD credit
- b. Send campus schedule to Sharmini before we leave for Thanksgiving break.
- c. Sharmini will contact Sharmilla for the professional week Chemical and Lab safety workshops.
- d. Writing Letters of Recommendation workshops will be offered at all campuses. Angela will follow up with campus workgroups

### 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. STEAM Planet on March 27, 2020 in BE from 2-4 will focus on Climate Change.
  - ii. Faculty Showcase on December 13 focusing on Practicing Open Pedagogy at MC.
- b. Carolien
  - i. Academy for Spring 2020 has been finalized.
  - ii. Women's Leadership Conference is looking for a female speaker who has made a breakthrough, e.g. AOC.
- c. Phil
  - i. Spring PT faculty Conference. Mike wants greater understanding of ELITE's role in this. Meeting with Tango, Phil & Carlos next week.

### 5. Other business

- a. Tom shared a handout with "webinar tips" which is a good topic for a workshop.

**Next Meeting: Wednesday, December 11, 2019 @ 2:00 pm in MK 101**