

MINUTES
Germantown Faculty Workshop (ELITE)
November 8, 2019 1:30 pm -2:30 pm
PK 170

PRESENT:

- Carolien
- Tom Cantu
- Mitch Tropin
- Mary Robinson

SELECTION OF MINUTE TAKER

WELCOME

APPROVAL OF MINUTES

- Minutes approved by Carolien

OLD BUSINESS

- The Open House did not work out as planned. Mitch mentioned that the location may have made a difference in the lack of attendance. We will revisit the idea for January 2020. (Mitch)
- Mary suggested that we send the timeline below for the PR Flyer to the facilitators.
 - 1 Week Before
 - 4 Days Before
 - On the Day of the Workshop

NEW BUSINESS

- Upcoming Workshop for November, 2020. Creating an Accessible Syllabus, 1:00 - 3:00 pm, Germantown, PK 170
- Upcoming Workshop(s) December: Carolien will check for the week of December 9th.
- GT Workshop Participant's Attendance: Facilitators disappointed; particularly when travelling from another campus. We will add the topic to GT workgroup meeting notes to share at Collegewide FAID meeting.
- Incoming Proposal Request: Carolien will follow-up with Christiana Devlin about her proposal suggestion.
- Carolien will follow-up with Sharmini about the additional logistics for the workshop in 2020.
 - Proposed Topics and Times:
 - Strategies to Engage Students 10:00 a.m. to 11:30 a.m. Mitch will follow-up with DSS and GT Service-Learning Coordinator.
 - Intersections Brown Bag 12:00 p.m. to 1:00 p.m. Mitch will host in place of Kelly Rudin.
 - Pronoun Usage 1:15 p.m. 2:45 p.m. Topic presented by Sharon Anthony at the ENGL/READ Department meeting. Mary will follow-up to ask Sharon about facilitating the workshop. Mitch suggested that we ask Matt who had a similar panel

in the past, as well as Loraine Hutchinson. Mary will develop the form for additional questions. Questions can be used for a Part 2 workshop in spring 2020.

- Reminder to confirm titles, blurbs and outcomes to Carolien by November 13, 2019.

OTHER

- Review Agenda Items for the Upcoming Meeting 1 week before.

Next meeting: December 6, 2019.