

**ELITE Rockville Workgroup**  
**Minutes**  
**Monday, October 28, 2019**

**Attendees:** *Laura Anna, Gloria Barron, Angela Lanier, Carlos Molina, Niyati Pandya, Emily Rosado*

- A. Review proposal for Infographics workshop**—Members reviewed and approved the Creating Infographics workshop proposal submitted by Michele Knight and Angela Lanier. Members with experience using infographics with students were asked to send any ideas or tips to Angela for inclusion in the workshop.
- B. Discuss January Professional Day**—**Tentative workshops for January Professional Day**
- a. Self-care (Emily will let the team know if she wants to do this as part of a brown bag lunch or a workshop)
  - b. Choice Boards for Culturally Responsive Teaching (Angela)
  - c. Embedding Library Resources into Blackboard (Niyati)
  - d. Blackboard Essentials (Michele)
  - e. Lab Safety Training (Environmental Safety Team)
  - f. Writing Letters of Recommendation (Note: This item was added after the meeting; Lucy Laufé and the Honors team will facilitate.)
- C. Information and Update about college-wide Teaching and Learning Committee**
- a. Shinta Hernandez and Mike Mills will be leading a Teaching and Learning Committee. The committee members will include the six ELITE Faculty Associates, one Instructional Designer from the ELITE team, a dean, a chair, and a part-time faculty representative. The Committee will provide professional development support and leadership from pre-boarding, through the first three years and beyond the first three years. After year three, faculty will transitioned to the Scholarship for Excellence in Teaching.
  - b. In addition to the professional development requirements through the Academy for Teaching Transformation, other possibilities will include weekly professional development sessions led by ELITE and discipline-level professional development led by outside speakers. The program will do a soft launch in spring

2020. Mike Mills and Shinta Hernandez will connect with deans and chairs and provide more information as it becomes available.

**D. Upcoming Workshops/Workshop Ideas:**

- a. Self-Care Webinar—October 30
- b. Introduction to ePortfolios—November 1
- c. Angela shared information about a possible workshop on incorporating Census activities organized by Nik Sushka (RV Service Learning Coordinator). Nik asked for feedback on whether to offer the workshop during professional week or the prior week. The majority suggested offering it during professional week to maximize participation. One suggestion was to reach out to specific departments that might be interested to gauge whether faculty might attend the prior week. Angela will share this feedback with Nik.