



Faculty Development Advisory Board Meeting Minutes for September 7, 2018

Mission Statement: *FDAB seeks to support and offer enrichment opportunities for Northwestern faculty who are empowered by their own initiative and desire to provide the highest quality educational experiences for students.*

The meeting began at 11:00 a.m. Members present were R. Bartlow, T. Brown, M. Brune, L. Collins, S. Hansen, R. James, K. Kelsey, L. Kirby, and S. Leaper. C. Pfeifer-Hill was unable to attend due to a class conflict. The following information was discussed.

- I. 2018-2019 FDAB Members: Members briefly introduced themselves to start the meeting.
- II. 2018-2019 Orientation for New Faculty: T. Brown thanked the members for their assistance throughout the orientation process. Several new faculty have provided positive feedback about their experiences; there were no recommendations for changes at this time. The continued issue with providing the training needed for instructors who teach ITV was discussed. L. Kirby reported that several faculty with years of ITV experience attended the Enid training, and their contributions were very helpful. This was the first year to assign ITV mentors to provide the new faculty with a channel for additional help. Suggestions made during the discussion include 1) incorporating the use of Zoom, 2) continuing the inclusion of teaching methods and tips (in addition to the technology information), and 3) recording the training so the link can be posted on the FD Blackboard site.
- III. Faculty Development and Resource Center (FD&RC)
 - A. Equipment available for faculty use: Six additional laptops, three additional webcams, a medium-duty scanner, and a new clock have been purchased for faculty use.
 - B. Policies & procedures for equipment use:
 - i. Laptops
 - Members discussed the need for the laptops to be available to faculty. S. Leaper offered to add the laptops to the library's checkout system and to house them in S. Gilbert's office in the library for security. Members agreed on recommendations for use of laptops. (Recommendations are outlined on p. 3.)
 - S. Leaper mentioned the need for a surge protector.
 - T. Brown will present recommendations and purchase request to Dr. J. Bell.
 - ii. Webcams
 - S. Leaper agreed to add these to the library's checkout system so faculty can use them in their offices. They, too, can be housed in S. Gilbert's office.
 - S. Leaper explained that the webcams will most likely need to be installed on the faculty's office computer to be used. She recommended putting a note with each camera so faculty know to contact IT.
 - T. Brown will present recommendations to Dr. J. Bell.
 - iii. Additional items: S. Leaper mentioned that it gets really warm in the FD&RC. They put two fans in there, but these fans need to be returned. T. Brown will request the purchase of fans.

C. Policies & procedures for use of center:

- i. Some students have used the FD&RC thinking that it was a student computer lab. A note needs to be posted.
- ii. T. Brown will contact C. Ricke to work-out problems with the shared calendar for center reservations and to find out what options are available for use of the shared calendar.

IV. 2018-2019 Faculty Development Resources and Events

- A. 20-Minute Mentor CDs: T. Brown asked about the idea to use the 20-Minute Mentor CDs as FD events. She recommended viewing one of the 20-minute presentations followed by a discussion about how the CD topic applies to NWOSU. A pre-determined leader would guide the follow-up discussion. Two or three covering the same theme or topic could be offered each semester. Members were in favor of offering these events. L. Collins mentioned that they could be offered via ITV and recorded for FD Blackboard site.
- B. Blackboard site: Helpful links and the instructions for use of Zoom have been posted by T. Brown. She will email faculty to let them know these are available. In addition, she will ask faculty to check for access to the site.
- C. Additional ideas: S. Hansen asked about trainings for adjunct faculty. Ideas for ways to use the FD Blackboard site to provide resources for adjuncts (as well as full-time faculty) were shared.

- V. Follow-Up Meeting: Some follow-up to today's meeting will be completed via email. The next FDAB meeting will be some time later this semester. T. Brown will set-up a Doodle poll to schedule it.

The meeting adjourned at noon.

FDAB Recommendations – Use of FD&RC Laptops

- A faculty member will be able to check-out a laptop for use in the library or outside of the library (to take to a conference, take home over a weekend, etc.).
- Laptops will be housed in S. Gilbert's office for security, so the faculty member will need to checkout and pick-up the laptop from S. Gilbert during regular hours (8:00 a.m. to 5:00 p.m., Monday through Friday) or make other arrangements with S. Gilbert. The laptop should be returned to the library during regular hours.
- A laptop will be checked out for three days at a time; it can be checked out again if it is needed for a longer period of time. The faculty member can work with S. Gilbert on check-in date if the specific circumstance calls for the faculty member to keep the laptop for longer without checking it out a second time. (Example: the faculty member will be off campus for four days to travel to and attend a conference out of town.) These types of situations will be handled on case-by-case basis.
- The faculty member will receive a notification through the library check-out system if the laptop is not returned to the library (or checked out for additional days) by the due date.



Faculty Development Advisory Board Minutes for December 10, 2018

Mission Statement: *FDAB seeks to support and offer enrichment opportunities for Northwestern faculty who are empowered by their own initiative and desire to provide the highest quality educational experiences for students.*

The meeting began at 2:00 p.m. Members present were R. Bartlow, T. Brown, M. Brune, S. Hansen, K. Kelsey, L. Kirby, and S. Leaper.

VI. Faculty Development and Resource Center

- Two fans and a scanner have been purchased for the room.
- Camtasia and Dragon Naturally Speaking are installed on desktop computers 2, 3, 4, 5, and 6. The computers have been labeled with the appropriate numbers. T. Brown will create a sign with the software information to post in the center.
- S. Leaper reported that five laptops have been entered into the library's check-out system and are ready for faculty to use.
- T. Brown previously shared policies & procedures for equipment use with C. Ricke, J. Bell, and board members. A few minor adjustments were made based on feedback. The board reviewed updated policies & procedures and determined they are ready to be shared with the faculty.
- The web cameras will be entered into the check-out system. T. Brown will work on adapting the policies & procedures developed for the laptops so they work for the cameras. We will review them at the next FDAB meeting.
- T. Brown previously shared instructions for checking availability of and reserving the center with C. Ricke, J. Bell, and board members. A few minor adjustments were made. The board reviewed the updated instructions and determined they are ready to be shared with the faculty.
- The board determined that policies & procedures for equipment use and the instructions for checking availability of and reserving the center should be emailed to all faculty this week. Since it is finals week, a second email will be sent after the first of the spring semester. T. Brown will send the emails to all full-time and adjunct faculty on behalf of the board.
- It was discussed that reserving the center includes only the desktop computers. If laptops are needed, they will need to be checked out/reserved by contacting S. Gilbert.

VII. 2018-2019 Faculty Development Resources and Events

- The board discussed the need for FD addressing the teaching and assessing of critical thinking. Any ideas or suggestions should be sent to T. Brown.
- The board will offer three 20-Minute Mentor videos followed by a facilitated discussion to apply the video information to NWOSU. Since the video cannot be recorded, the board decided to offer each video/discussion twice. The preliminary plan is to offer them the first week of February, March, and April. The board would like to offer the events on Wednesdays at noon and Thursdays at 3:30. T. Brown will have to check about ITV availability before dates and times are finalized. The board decided to start with the three videos on student engagement. Ideas for facilitators were discussed. Plans will be finalized the first part of next semester.
- T. Brown reported that J. Page will again be in the FD&RC one hour each week for the Spring 2019 semester to help faculty with online teaching. She will determine the day and time once her semester schedule is finalized. T. Brown will email reminders to faculty during the semester.

The meeting adjourned at 2:55 p.m.



Faculty Development Advisory Board (FDAB)

Minutes for Monday, April 29, 2019

FDAB met at 3:30 p.m. in EC 108, Enid 210, and WW 143. Those in attendance were R. Bartlow, T. Brown, M. Brune, L. Collins, S. Hansen, R. James, and K. Kelsey. The following items were discussed.

- I. Title III Grant Application
FDAB will be included within the grant application. Grant writers plan to incorporate use of Go2Knowledge.org or a similar product for online faculty development opportunities.
- II. Faculty Development & Resource Center
 - A. Roxie James agreed to create a list of instructions for how to turn on and use the SMART Board.
 - B. The list of policies and procedures for checking out the web cams is not yet complete, but it will be very similar to the ones we put together for the computers. These will be shared via email, so board members may comment on any needed changes.
 - C. The center is being used on a regular basis. T. Brown requested that FDAB members remind their department/division members about its availability and use.
 - D. Ideas for how to promote use of the laptops and webcams were discussed. T. Brown will send periodic emails to all faculty; FDAB members will remind their department/division members of the equipment that is available to be checked out.
- III. Engaging Modern Learners, Spring 2019 Series
 - A. The board indicated that the series was a success overall.
 - B. Attendance for the three event topics ranged from 12-15.
 - C. Ideas for improvement for next time we offer a 20-minute mentor series were discussed. These included earlier and additional promotion of events.
- IV. 2019-2020 Faculty Development Plans
 - A. 20-Minute Mentor Series: The board chose Student Attention and Retention as the topic for the 2019-2020 series. It was decided that the full series would be offered in the spring semester. More details for the series will be determined in fall 2019.
 - B. Orientation for New Faculty: T. Brown reviewed the general orientation schedule for August 2019. She requested that board members be prepared to assist the week prior to classes beginning; availability information will be gathered in late July and the FDAB schedule for helping with be shared the end of July or first part of August. T. Brown shared that there are at least two new faculty who are totally new to teaching, so the board discussed if some sessions on teaching and learning should be added. It was

decided that the amount of information provided in orientation can already be overwhelming for some. In addition, the topic for the 20-Minute Mentor Series will address some helpful topics for newer faculty.

T. Brown thanked the board members for their help over the past year with the various faculty development events. The meeting adjourned at 4:35 p.m.