



**Faculty Development Advisory Board (FDAB)
Meeting Minutes for Friday, September 9, 2022**

FDAB members met in the Faculty Development & Resource Center with attendance via Zoom by those not in Alva. Board members in attendance were C. Ballina, T. Brown, K. Byrd, S. Hansen, S. Leaper, J. Paul, and P. Robida. The meeting began at 1:30 p.m. with the following items addressed.

- I. Charge for 2022-2023: The Faculty Development & Resource Center was moved over the summer from the workroom in the library to room 101 in the library. The new space is much more inviting and offers more flexibility. In addition to all FD&RC equipment and work furniture from the previous room, the new space has ancillary furniture allowing for a less formal and more relaxed seating area. T. Brown thanked S. Leaper for the work she did to move and situate the new space. One issue is limited power and limited outlets in the new space; this is part of a larger, ongoing conversation about power in the library. T. Brown explained that FDAB has been charged with developing a plan for continuing the expansion of and adding to the faculty-friendliness of the Faculty Development & Resource Center (FD&RC). A discussion took place of ideas for how to achieve this goal. Items mentioned as possible additions include a coffee bar cabinet with a Keurig, microwave, and small refrigerator; art for the walls; a display of department faculty pictures; and a few more extension cords to allow for access to other outlets. If the purchase of additional equipment for the center is an option, C. Ballina will develop a poll to survey faculty about what is needed. T. Brown will talk with Dr. Bell about any opportunities for funding that might exist.

- II. FD&RC and FD Equipment:
 - A. Reserving FD&RC: All faculty have access to the FD&RC calendar to make reservations and a list of instructions has been shared several times over the last few years. Most faculty, however, email T. Brown to reserve it. Another issue discussed is that there are times when the center is reserved for a meeting or training and faculty using the center do not realize it is reserved until people start arriving for the meeting. The board discussed ways to improve or assist with reservations of the center. Ideas shared include use of a general email to receive reservation requests allowing other FDAB members to assist with reservations; addition of a sign reminding faculty that the center may be reserved; printing and posting of a weekly reservation schedule every Monday morning; printing and posting of a daily reservation schedule each morning. T. Brown will follow-up with IT to see if there are simpler processes now that did not exist when the FD&RC calendar was created.
 - B. Checking out laptops & webcams: The move of the center allowed for the FD equipment to be moved out of S. Gilbert's office to an internal room of the center that is locked and accessible by all librarians. The equipment may now be checked out to faculty by any of the librarians. S. Leaper provided needed updates to the instructions to check out the equipment. T. Brown will make the updates and share with all faculty.

III. Faculty Development for 2022-2023:

- A. Completed 2022-2023 FD events include Orientation for New Faculty (August 9 & 10); OER session (Aug. 12); Legal Topics in Higher Ed. (Aug. 12); Legal Topics in Higher Ed., continued (Sept. 9).
- B. T. Brown let board members know that FD is a part of the Title III/LASSO grant; she is working with Dr. Bell, Dr. Maier, and others to develop the specifics, so more information will be coming soon.
- C. Additional topics for FD events were discussed including academic advisement (carried over from 2021-2022), Blackboard changes, OER (continued from Aug. 12); and requirements for online course development. Multiple sub-topics of academic advisement were mentioned. This led to the recommendation by S. Leaper that we offer several sessions in the Lunch and Learn format. It was decided that FDAB will offer a series of Lunch and Learn sessions covering academic advisement this year.

Tentative plans for the first session are to cover Advising in Ellucian at noon on Wednesday, Oct. 5. This will be offered in-person in a room with a large display (for presenter to show screen) along with Zoom as an option. The session will be recorded and the recording will be made available to all faculty. T. Brown will visit with S. Lahr about giving the session and any suggestions she may have for an additional presenter. T. Brown will check with D. Skinner about possible locations on campus. P. Robida will work on ideas for a name of the series and possibly a publicity flyer (PDF) that can be emailed to all faculty if time allows; K. Byrd will assist her if/as needed. FDAB members will think about options for a name for the full series.

- IV. Wrap-Up & Adjournment: Board communication will continue via email, and there will most likely be one more face-to-face meeting this semester. The meeting adjourned at 2:50 p.m.



**Faculty Development Advisory Board (FDAB)
Meeting Minutes**

Monday, February 13, 2023 – 2:00 p.m.

Faculty Development & Resource Center - Zoom link: <https://zoom.us/j/92828448511>

FDAB members met in the Faculty Development & Resource Center with attendance via Zoom by those not in Alva. Board members in attendance were C. Ballina, T. Brown, S. Hansen, S. Leaper, J. Paul, and P. Robida. The meeting began at 2:00 p.m. with the following items addressed.

- I. Professional Development Curriculum Program for Faculty (Go2Knowledge): T. Brown shared an update on completion of Module 1 and reminded members that the information was emailed to all faculty by Dr. Bell on Feb. 1. She asked FDAB members to encourage those in their departments/divisions to complete the module. (Note: Information on Module 1 is provided as Addendum A of this document.)
- II. Faculty Development & Resource Center:
 - A. T. Brown indicated that there have been approximately 100 sign-ins each year for use of the center over the past four years. There was discussion by various FDAB members that they are aware of times when it was used but a sign-in was not completed. It was decided that the sign-in area would be moved, so it is by the entry way to help remind and encourage people to sign in when they use the center. (S. Leaper moved a lectern with the sign-in book by the entry way at the end of the meeting.)
 - B. T. Brown is developing a proposal for updates to the FD&RC as previously discussed to submit to Dr. Bell for his consideration. He is working on determining the budget that is available. S. Leaper will assist her.
 - C. S. Leaper asked about the budget for keeping computers updated and replacing them when needed. T. Brown will include this in the proposal to Dr. Bell. S. Leaper will ask IT to check desktop computers in the center to make sure they are up to date.
- III. Faculty Development for 2022-2023:
 - A. The following completed events were briefly reviewed.
 - a. Orientation for New Faculty – conducted August 9 & 10
 - b. All-Faculty Sessions – OER & Legal Topics in Higher Ed. - conducted August 12
 - c. Legal Topics (follow-up/continuation of Aug. 12 session) – conducted Sept. 9
 - d. Lunch & Learn - Academic Advising - Session 1: use of Ellucian – conducted Oct. 5
 - e. Curriculum Program – Module 1 – sent to all faculty Feb. 1

- B. Upcoming FDAB Events - Lunch & Learn – Academic Advising - Session 2: Plans will be made via email for offering help in academic advising during the first week of March and/or immediately after spring break.

IV. Wrap-Up & Adjournment:

- A. T. Brown reminded FDAB members that she will share more information about the plans for advising assistance via email.
- B. T. Brown reminded members that FDAB will be hosting the orientation for new faculty the week prior to classes starting in the fall and to watch their emails for more information as the time for the orientation approaches.

The meeting adjourned at 2:55 p.m.

Addition to Minutes – Upcoming Event re: Academic Advising: - Due to timing, the final decision was made via email to offer advising office hours where faculty may contact experienced academic advisors to ask questions, learn about and review advising tools that are available on the Faculty Development Blackboard site, make suggestions about academic advising, etc. T. Brown set up the schedule with experienced advisors for the week prior to and the week after spring break. Advisors were available in the FD&RC as well as via Zoom. The final schedule with more information was shared with FDAB members and with all full-time faculty via email. (This email is provided as Addendum B of this document.) – This note added on 3-8-2023 by FDAB Chair T. Brown.

Minutes Addendum A – Module 1 – Go2Knowledge Professional Development Curriculum for Faculty

Introduction: The overall goal of Module 1 is to address general information related to some of the issues identified in NWOSU's LASSO grant application. To complete this module, the faculty member must set up a Go2Knowledge account, view three on-demand webinars (as provided below), and complete the evaluation for each of the three webinars.

Timeline: Module 1 will begin February 1, 2023, and must be completed by September 15, 2023.

Webinars: Module 1 includes a total of three on-demand webinars. Two webinars are specified, and the third webinar is to be selected by the individual faculty member from the list of options.

Specified Webinars for Module 1: Both of the webinars listed below are required for completion of this module.

- 1) The Top 10 Reasons Students Drop Out & How Can We Keep Them Enrolled
- 2) Academic Advising for At-Risk Students: How to Recognize & Address "Red Flags"

Additional Webinar for Module 1: One of the following webinars must be viewed for completion of this module.

- 1) Addressing Mental Health Concerns: Building Campus Connections to Boost Wellbeing & Success
- 2) 6 Tips to Help First-Year Students Transition to College
- 3) Improving College Readiness: How to Incorporate Student Success Skills into Your Course Design

Incentive: A faculty member who completes Module 1 as outlined above and indicated by Go2Knowledge tracking system and usage reports will earn one additional personal leave day to be used between October 1, 2023, and May 10, 2024.

Note: The above information was shared with all full-time NWOSU faculty on February 1, 2023.

Minutes Addendum B – Email with Plans & Schedule for Academic Advising Office Hours

The following email was sent to all full-time faculty.

From: Brown, Tamara

Sent: Tuesday, March 7, 2023 3:40 PM

To: FT Faculty <ftfaculty@nwsu4.onmicrosoft.com>

Subject: Help with Academic Advising

Are you new to academic advising, or would you like to add to the methods or resources you use for academic advising? Do you want to learn about or revisit the use of tools for creating course schedules in Self Service? Are you looking for tips for conducting effective advisement sessions? Do you need to learn about or review updated advising resources?

The Faculty Development Advisory Board (FDAB) has organized “academic advising office hours” during which experienced NWOSU academic advisors will be available to answer questions, offer tips, review resources, etc. These office hours, as listed below, will be held in the Faculty Development & Resource Center (FD&RC) in the J.W. Martin Library with Zoom as an option if needed.

If you have a few questions about advising, you are new to it, or you would just like to visit about it, stop by the FD&RC (or join the Zoom meeting) at any point during the listed times.

Academic Advising Office Hours Faculty Development & Resource Center, J.W. Martin Library		
Date	Time	Zoom Link
Thursday, March 9	2:00 p.m.-4:00 p.m.	https://zoom.us/j/97570918336
Monday, March 20	1:00 p.m.-3:00 p.m.	https://zoom.us/j/93801050981
Tuesday, March 21	1:00 p.m.-3:00 p.m.	https://zoom.us/j/92108187470

Wednesday, March 22	10:00 a.m.-1:00 p.m.	https://zoom.us/j/91500665425
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Please contact me if you have any questions or comments about the academic advising office hours.

Thank you,

Professor Tamara L. Brown

Chair, Faculty Development Advisory Board