



## Faculty Development Advisory Board

Minutes for November 1, 2017

*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.*

**FDAB Members Present:** T. Brown, A. Clepper, L. Collins, C. Gordon, S. Hansen, R. James, K. Kelsey, L. Kirby, C. Pfeifer-Hill, and P. Thompson

The meeting began at 4:10 p.m. with the following items discussed.

- I. Welcome: Members were welcomed, and committee members introduced themselves.
- II. Faculty Development and Resource Center: Information about the establishment of FD&RC over the summer, recent software (Dragon & Camtasia) and equipment additions (five laptops), and the planned purchases (new chairs) was shared.
- III. Accessibility by Design FD Program: This consists of sessions offered by Dr. Jennifer Page. A description of the program, the topic for the upcoming November session (accessibility for blind and low-vision students), and the topics for Spring 2018 sessions (accessibility for deaf and low-hearing students, online tools for engagement, and Prezi tutorial) were shared.
- IV. Additional Fall 2017 FD Events: Orientation for New Faculty 2017-2018 and Bringing the World to Northwestern (presentation by R. Cook on international students) have also been offered this semester. The Division of Business offered a webinar on use of Lockdown Browser & Monitor. T. Brown is currently working with J. Valencia and D. Hawkins to plan a session on Remote Proctor.

V. Additional Spring 2018 FD Events: Members participated in a brainstorming session about possible events with the following ideas presented.

- plagiarism policies
- testing in Blackboard
- Blackboard updates
- BC&BS (wellness)
- civility & incivility (L. Collins could assist)
- make general request

In addition, C. Gordon mentioned that we could check to see if any faculty are presenting at conferences on topics applicable to most/all faculty. We could ask for the presentation(s) to be given at NWOSU, too. L. Collins suggested that we try sending a general request for faculty members' top three topics for FD events. Members agreed with making this request. T. Brown will initiate contacts as needed.

VI. Wrap-Up: Overall FDAB goals will be discussed after obtaining information from faculty.

The meeting adjourned at 4:40 p.m.

November 11, 2018

Follow-Up to Fall 2017 FDAB Meeting

Information Provided by T. Brown, FDAB Chair, to FDAB Members

Follow-Up on Topics Discussed in November 1, 2017, FDAB Meeting:

- 1) BCBS Clinic at the Wellness Center (like last year) – It will be held this year on Thursday, November 16, and there will be additional services available. Services will be provided in Alva and Enid. (Richard Burdick said the flyer will be out soon.) In addition, there will be women's health clinic in January 2018. (Watch for additional information on this.)
- 2) Faculty presenting applicable conference sessions on campus – Dr. Bell is checking the travel plans that have been submitted to him to see if there are any presentations on topics applicable to all/most faculty. (He will let me know, and I will keep you posted.)
- 3) Accessibility by Design – Session 3: Designing for Low-Vision Accessibility was offered by Dr. Jennifer Page on Monday, November 6. The repeat session is scheduled for Tuesday, November 28, at 3:30 p.m. (EC102/E208/W144); I have added the outlines from Session 1 and Session 2 as well as a link to the Prezi presentation for Session 2 to the faculty development Blackboard site. (I created a link in the main menu labeled Accessibility by Design.)

Additional Session for Fall 2017:

I was contacted by Janet Valencia about the DOB offering a Lunch & Learn that addresses use of Remote Proctor. It has been scheduled for 12:30-1:45 on November 16 in rooms IE131/E218/WW145/PC117. (I notified Janet about the conflict with the clinic at the Wellness Center in case Dr. Hawkins wants to change the date. It was difficult to find a date for this semester so I expect it to stay on Nov. 16, but I will let you know for sure. I will work on notifying the faculty as soon as I receive the final say on the date and the session description from DOB.)

November 12, 2018

Update Provided by T. Brown, FDAB Chair, to FDAB Members

Dr. Hawkins decided to keep the date (November 16) for the Lunch & Learn that covers use of Remote Proctor. I will send an email to chairs asking them to share with all faculty. If you have the chance, please mention this opportunity to anyone who you think may be interested in attending. Here's the primary information.

What: Lunch & Learn on Use of Remote Proctor

When: 12:30 p.m.-1:45 p.m. on Thursday, November 16

Where: IE131/E218/WW145/PC117

January 24, 2018

Update – Information Shared by T. Brown (FDAB Chair) with FDAB Members

Please let me know if you have questions or concerns about the following information.

Additions to Faculty Development and Resource Center: Dr. Bell and Dr. Hannaford purchased new chairs. Each of the six desktop computers has a new rolling chair, and there are new non-rolling chairs at the tables on the other side of the room. (I believe there are ten.) There are still a few of the older chairs still in the room; they hope to purchase additional new chairs to replace these later in the year. Additional lap tops, a web camera, and some software are being/have been purchased for the room. I am also in the process of developing an online reservation process. I will keep you updated as these things are situated.

Changes to Accessibility by Design: Dr. Jennifer Page presented three different sessions (offered each one twice) during the fall 2017 semester. The initial plan was to offer three new sessions during the spring 2018 semester to finish out the series addressing accessibility of online course materials. Based on attendance, though, it appears faculty needs may be better met by offering learning opportunities in a different way. Starting Friday, February 9, Dr. Page will be available in the Faculty Development & Resource Center from noon to 1:00 p.m. on Fridays for this semester to offer assistance to faculty. She is a great resource for online course design, tips to expand and improve use of Blackboard, design of accessible course materials, and many other online teaching and learning topics. (Faculty on other campuses will be able to contact her during this time via phone, Skype, or something similar.)

ITV Training: ITV staff will be available to assist faculty with use of ITV equipment in IE 129 from 1:00 p.m. to 2:30 p.m. on February 7 and in IE 131 from 12:30 p.m. to 2:00 p.m. on February 8. Faculty can also schedule individual trainings by contacting Chauncey Durham.

April 16, 2018

Update – Information Shared by T. Brown (FDAB Chair) with FDAB Members

T. Brown attempted to schedule a meeting, but she could not find a time when the majority of the board could meet. Below is the update she sent to FDAB members about carrying out FDAB tasks.

Instead of meeting as a group, I would like to ask that you each take a few minutes to review the attached schedule-at-a-glance for the 2017-2018 orientation for new faculty and share any thoughts, concerns, or suggestions you may have. In addition, some of you have been through the process within the last couple of years, and any input from your experiences would also be appreciated. You are welcome to “reply to all” to share your comments with the full board, or you may send your information just to me.

I will track and summarize the input, and I will share this summary with Dr. Bell and Dr. Hannaford when I meet with them in May or June to discuss the 2018-2019 orientation schedule. *Please email input you may have any time prior to Thursday, May 10, 2018.* I will keep you posted on the progress made with the 2018-2019 orientation preparation. It has not been officially scheduled, but please note that the orientation will most likely be held the week prior to the start of Fall 2018 classes.

Please let me know if you have any questions.