



Faculty Development Advisory Board (FDAB) Meeting Minutes for October 25, 2021

The meeting began at 1:05 p.m. in the Faculty Development & Resource Center with some attending via Zoom. All 2021-2022 board members were present.

- I. **2021-2022 FDAB:** T. Brown welcomed 2021-2022 board members and thanked them for their assistance with the orientation for new faculty in August 2021. 2021-2022 members include Allen, Dawn; Brown, Tammy; Ballina, Courtney; Collins, Leslie; Creech, Kenneth; Hansen, Shane; Leaper, Shannon; Paul, Joseph; Robida, Piper; Schmaltz, Eric.

- II. **Faculty Development and Resource Center (FD&RC)**
 - A. **Equipment & Software:** S. Leaper shared the equipment available for faculty use including 5 laptops and 9 webcams that may be checked out for use in or outside of the library and 6 desktop computers. There is also a printer and a scanner. Software available includes Camtasia and Dragon Naturally Speaking on 5 of the desktop computers. T. Brown asked if there are ideas for other resources needed. Concerns about age of software were expressed; T. Brown will check with C. Ricke (IT Director) about the potential need for updates. No other ideas were shared.
 - B. T. Brown asked members to encourage faculty to use the center. D. Allen, L. Collins, and P. Robida offered to review the instructions for reserving the center to make sure they are easy to use if needed.

- III. **Faculty Development for New Faculty**
 - A. **2021-2022 Orientation:** T. Brown reported that a discussion during the August 2021 FEAD meeting revealed a concern about the lack of information provided about use of ALCA during orientation. The board discussed this concern but agreed that adding this to the orientation is not the best way to manage the problems newer faculty may have with use of ALCA. Dr. Shawn Holliday offers ALCA trainings every September. The board likes the idea of strongly encouraging the new faculty to attend these trainings during the orientation session on portfolios. K. Creech expressed concern about confusion about new faculty and completion of the first year's portfolio. It was determined that the orientation session should clarify when new faculty complete their first portfolio; the session should also include more information about what the new faculty can do during their first year in preparation for their first portfolio. Other orientation area to consider for improvement is the ITV session.
 - B. **Coffee & Conversation:** T. Brown announced that Dr. Jen Oswald is hosting Coffee & Conversation as informal gatherings and discussions for faculty. She is scheduling one for faculty who started 2019-2021. She will notify FDAB about any information from that discussion that may help with orientation plans and updates.

- IV. **2021-2022 Faculty Development Events**
 - A. **Coffee & Conversation:** The first informal gathering/discussion is open to all faculty and will address burnout; it is scheduled for Thursday, November 4, 2021, at 1:00 p.m. in the Wyatt Room. T. Brown encouraged FDAB members to attend.

- B. Blackboard: Ally will be added to Blackboard for Spring 2022, so there will need to be some training provided in this area. T. Brown is working with Dr. Bell, Dr. Hannaford, and J. Boedecker to determine the best way to address this topic.
- C. The board brainstormed for ideas for other topics/events.
- S. Leaper suggested ADA accessible syllabus and open educational resources as possible topics.
 - C. Ballina suggested ITV and online class trainings.
 - S. Hansen suggested "how to" processes for Blackboard; C. Ballina and S. Hansen mentioned the idea of having short videos.
 - T. Brown shared the idea of use of CANVA to design content; it was shared with her by another faculty member.
 - The needs of addressing academic advisement and portfolio development were mentioned by multiple board members.

The meeting adjourned at 2:15 p.m.



Faculty Development Advisory Board (FDAB) Meeting Minutes for February 21, 2022

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 1:15 p.m. as scheduled in the Faculty Development & Resource Center with two members joining via Zoom. Members present include C. Ballina, T. Brown, L. Collins, S. Hansen, S. Leaper, and E. Schmaltz.

I. Faculty Development and Resource Center (FD&RC) – updates provided by T. Brown

- A. Three people on campus walked through the reservations and use information. She made some minor changes for clarity based on their recommendations. Use of webcams was added to the information on using and checking out equipment. This information will be posted on the faculty development Blackboard site and sent to all faculty via email.
- B. According to C. Ricke (IT Director), all software is current.

T. Brown will email all faculty to encourage use of the FD&RC and the available equipment and software later this month. (Note: Email was sent to all full-time and part-time faculty on February 28, 2022.)

II. Faculty Development Events

- A. Blackboard Ally – T. Brown has been working with Dr. Bell to plan this training for next month. We are limited on the number of people who may attend this training; it has been decided that one person from each department/division will participate, and that person will be a resource for members of their department/division for use of Ally.
- B. Additional topics and events – The board continued its discussion about ideas for other events. After discussing various ideas, the following was decided by the board.
 - This semester, FDAB will offer a panel discussion via Zoom about methods for developing the evaluation portfolio; this will not cover the technical side, so T. Brown will check with S. Holliday about when the next ALCA training will be offered. Suggestions for panelists included Dr. Jenlink, Dr. Scarbrough, Dr. Rehder, and Dr. Mackie. FDAB member C. Ballina agreed to be the panel moderator. T. Brown will work on organizing this for April 2022 and will let FDAB members know if help is needed.
 - FDAB will offer an event addressing academic advisement in September/October 2022 prior to spring 2023 enrollment.

III. 2022-2023 Orientation for New Faculty

- A. Dr. Jen Oswald shared information from Coffee & Conversation held with new faculty from the last three years in Nov. 2021 during the department/division chairs' meetings. T. Brown shared the following with the board.
 - 1) Blackboard – need to have someone available when they are building courses
 - 2) Portfolio – need to review rubric
 - 3) Advisement – may be too soon for orientation; may need to be department specific
- B. T. Brown reminded board members that members will help with orientation the Tuesday and Wednesday the week prior to the start of fall classes. She will keep the board members posted on the orientation schedule and needed assistance via email; she asked them to please check email over the summer for the most current information.

The meeting adjourned at 2:25 p.m.