

Faculty Development Advisory Board (FDAB) Meeting Minutes/Notes – 2020-2021

Note: 2020-2021 most interactions took place via email and phone discussions due to continued COVID precautions.

August 11-12, 2020 – Orientation for New Faculty

- orientation process planned and organized by FDAB Chair and FDAB members
- FDAB members assisted with all sessions

September 21, 2020 – Email to FDAB Members from FDAB Chair, T. Brown

FDAB 2020-2021 - Welcome and Update:

I would like to extend a welcome to our new FDAB members: Tracy Beedy, Karsten Longhurst, Erica Miller, Piper Robida, and Eric Schmaltz. I also want to welcome back our returning members: Dawn Allen, Courtney Ballina, Leslie Collins, Shane Hansen, and Shannon Leaper. I am looking forward to working with all of you.

We had a successful orientation for new faculty members in August. I would like to thank the returning FDAB members who assisted with this event. The standard practice is for previous year's board members to assist with orientation, because the new committee list usually comes out too close to the orientation for new members to be notified and scheduled to help. As members of 2020-2021 FDAB, you will be asked to assist with next year's orientation.

We have a new faculty development project to discuss. Instead of scheduling a meeting at this time, I am asking that you use the "reply all" option to share your ideas about the following project. In addition, I ask that you review other members' contributions and reply with comments concerning their ideas as appropriate.

Project Information:

I have been asked to explore avenues that can be set-up in the faculty development Blackboard site to allow faculty to exchange information, ideas, resources, etc. about some of the issues faculty are currently facing. The goal is to set-up a different exchange for each topic. I am meeting with Jake Boedecker this week to learn more about use of Wikis and possibly other options that could be used.

This project stemmed from faculty discussions about how to test students who are in quarantine. These discussions spurred other conversations and led to the idea of having a place for informal faculty exchanges about current issues. In addition to testing students in quarantine, I have some other ideas for topics that have come from various conversations. As an example, one idea is how to implement interaction among students (such as small group work or discussions) in face-to-face classes while adhering to social distancing, use of assigned seating, and other precautions.

Request for Information:

I am asking that you think about and offer ideas for topics for the exchanges we could include in this project. I am hoping that we have a variety of ideas shared and "discussed." (I will share other possible

topics I have on my list if/as needed.) We will continue the email dialogue through Thursday, September 24, so please "reply all" to share your ideas with board members within the next few days.

As I mentioned, I am meeting with Jake this week about options for how to set-up these exchanges in Blackboard. If you are familiar with a method that you think could be successfully used to create these types of exchanges, please share that information, too. Keep in mind that we need to set-up these exchanges so they are easy to access and easy to use. Our faculty members have varying levels of experience with technology, and we do not want the process itself to discourage anyone.

Notes RE: Members' Responses to September 21 Email

FDAB members C. Ballina, T. Beedy, L. Collins, K. Longhurst, S. Leaper, E. Miller, and P. Robida offered ideas and participated in an email discussion concerning types of and topics for faculty exchanges. See emails below for follow-up information.

Sept. 25, 2020 - Follow-Up Email to FDAB Members from Chair T. Brown

Thank you to everyone who offered input! My plan for a faculty exchange of ideas is based on your input and my discussion with Jake. Here's my plan for how to proceed. (I did not credit the specific board members who made the different suggestions I included, but the email exchange is below if you want to read specific contributions or if you have not had the chance to review the discussion.)

I will add a Wiki to the faculty development Blackboard site. This is a collaborative tool that will allow faculty to read and edit/add "running" pages. There is also a comment function. I will have a separate page in the Wiki for each topic. To get started, I will have two pages, one for each of the topics I mentioned in my initial email. We can keep an eye on the entries and comments and determine other topics we want to add. Once the Wiki is ready for use, I will make it available and send an email to all faculty to let them know about the exchange opportunity and how to participate. I should be able to have the Wiki ready to go sometime next week. By using the FD Blackboard site, the pages will be available for review at a later date by incoming faculty who might be interested. If you have any questions or concerns about this plan, please let me know as soon as possible. I will keep you posted.

Sept. 30, 2020 – Email Sent to All Faculty from FDAB Chair, T. Brown

The Faculty Development Advisory Board (FDAB) is excited to offer a new tool for the exchange of ideas, information, resources, etc. about issues currently being faced by faculty. Wiki is a collaborative tool that has been added to the Faculty Development Blackboard site. At this time, there are two topics for discussion: implementing engagement among students while adhering to precautions in face-to-face classes and testing students in quarantine. Additional topics will be added as deemed appropriate. Below are directions for use of this tool. Attached are step-by-step directions with screen shots for those who prefer to use them.

Directions for Using Faculty Exchange Wiki

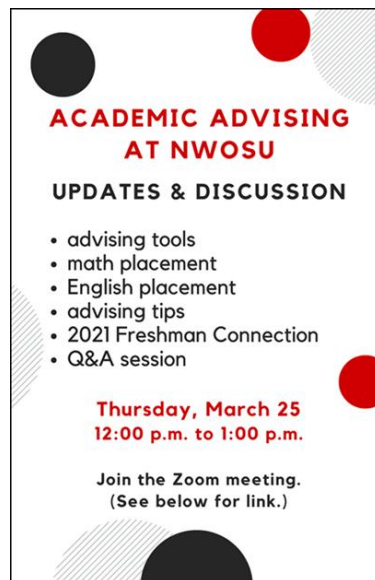
- After you log in to Blackboard and access your list of courses, click on the course titled "Faculty Development."
- Click the main menu tab that is labeled "Faculty Exchange Wiki."
- Click on the Wiki title "Faculty Exchange" to access the first page (welcome page).

- When viewing the welcome page, you will see the other pages, listed by topic, on the right side of the page. Click on the topic of interest to view that page.
- If you wish to contribute to the content of that page, click "Edit Wiki Content" and add your ideas, links to resources, questions, etc. Please add your information after (or below) the information that has already been shared.

If you do not find "Faculty Development" in your list of Blackboard courses, please reply to this email to let me know, and I will add you as a user. Please feel free to contact me if you have any questions.

FDAB Notes – Spring 2021

FDAB members helped plan, publicized, and participated in an Academic Advising Discussion that took place on March 25, 2021. See flyer below for more information.



FDAB members helped discuss and plan Orientation for New Faculty to take place on August 10 and August 11, 2021.