

UAF Faculty Development, Assessment and Improvement Committee  
Meeting Minutes  
September 25, 2015

I. Franz Meyer called the meeting to order at 2:30 pm.

II. Roll call & Introduction of Committee members

Present: Gerri Brightwell, Candi Dierenfield, Andrea Ferrante, Brian Himelbloom, Kelly Houlton, Steve Hunt, Duff Johnston, Trina Mamoon, Franz Meyer, Joy Morrison, Channon Price

Excused: Bernie Coakley, Diana DiStefano, Cindy Fabbri, Chris Lott

III. Short Introduction to FDAI and to expected AY15/16 activities

Franz will provide a link to our Mission Statement and briefly outlined our work on the electronic course evaluations and how we support Joy's Office for Faculty Development and UAF eLearning and Distance Education. Franz explained that a subcommittee of FDAI has been working extensively on the spring pilot, summer pilot and now the full

ended and accepted:

er  
Ferrante  
Houlton

ronic Course Assessment Implementation Committee (ECAI)

at two documents to share with committee members on the work of the  
. One document outlined a communication plan from Michelle Renfrew  
Communications on how to get information on the electronic course  
s out to students, faculty, staff and administration. Andrea reported that  
mmer pilots allowed most of the technical issues to be dealt with, noting  
nd Alex Fitts worked with it mostly on their own during the summer

t although faculty members are still concerned with response rates, in  
ner institutions that have made a switch to electronic evaluations, UAF  
ob. He explained that pilot phases are not complete, and unfortunately

faculty can still ask students to bring in laptops or smart phones and “fill out” their course evaluations during class. He also asked that we all provide as much information as possible to our fellow colleagues in our respective departments and colleges. Franz suggested we make use of any department meetings coming up in October or early November. Kelly noted that Andrea has created a Power Point presentation that could be utilized as well. We discussed the desirability of creating a one-page informational handout to give to as many faculty members as possible. Joy stated that we need to do a presentation for the Faculty Senate as well and suggested that we contact each Dean’s office in order to get the information out most efficiently.

#### VI. Upcoming activities of the UAF Office for Faculty Development (report from Joy)

Joy reported that quite a few faculty development activities have already taken place. On Tuesday she will host an informal lunch meeting with new faculty at Bunnell 222. The first Tuesday of October will see a Mentoring Luncheon for mentors and their mentees in the Wood Center. Mike Castellini will be working with Joy on the mentoring process this year. An upcoming webinar on using group activities in the classroom is scheduled for 10:00 am on October 13. The OFD will be focusing particularly on research this semester and will again have Rich Boone talk about his four years at NSF on October 8<sup>th</sup>. His earlier presentation this semester was largely attended and very popular. The Office of Sponsored Programs will also talk at this presentation along with Rosemary Madnick from the Office of Grants and Contracts. Joy is working with Alex Fitts and Michelle Strickland on providing training to faculty for the Annual Activities Reporting tool Faculty 180. On November 3<sup>rd</sup> from 1:00 to 2:00 pm Joy and Sally Skrip will present a walkthrough of the eXplorance Blue electronic course evaluation process for faculty.

Joy explained to our new members that she wants to know what the developmental needs are of our faculty. Brian commented that the webinars have been very effective for rural faculty and wondered if presentations can be recorded for later viewing. Joy said she can usually provide an audio recording of most presentations.

Joy is planning a special library presentation for spring semester that will include Steve Hunt from the Bio-Science Library, Flora Grabowska from the Keith Mather Library, and someone from the Rasmuson Library. Look for this in February 2016.

#### VII. Upcoming activities by UAF eLearning & Distance Education

Unfortunately Chris Lott could not be with us but he emailed a descriptive list of faculty development offerings from eLearning and Distance Education:

##### Recent Faculty Development Activities

Google Solstice – 3-day event for K12 and Higher Ed to learn to apply Google Apps in the classroom. 118 in attendance, approximately 30 participants from UAF.

Syllabus Workhop – 1-day workshop with open labs in collaboration with OIT. About 20 faculty were helped over the course of the day.

Franz will send out a Doodle Poll in order to determine the best meeting time for fall semester.

IX. Upcoming events

- a. Next admin committee meeting: 10/02/15
- b. Next Faculty Senate Meeting: 10/12/15

X. Adjourned at 3:32 pm. (Respectfully submitted by Kelly Houlton.)