**Faculty Development & Policy Committee**

College of Education, Health & Human Services (CEHHS)

Minutes – May 2, 2019

10:45 a.m. - 11:45 a.m. in UNIV 449

**Committee Members:**

|  |  |  |  |
| --- | --- | --- | --- |
| X | Alison Scheer-Cohen, Co-Chair  School of Health Sciences & Human Services |  | Elvira Gomez  School of Nursing |
| X | Rebecca Brooks, Co-Chair  School of Education | X | Geri Schmotzer  School of Nursing |
|  | Fernando Soriano  School of Health Sciences & Human Services | X | Madeline Lee  At-Large |
| X | Laura Wendling  School of Education |  | Emiliano Ayala, Dean  CEHHS ***(Non-voting)*** |

Guest(s):

**CALL TO ORDER** (SCHEER-COHEN)

Establish quorum: Yes

**APPROVAL OF AGENDA** (SCHEER-COHEN)

Approved as it stands.

**APPROVAL OF MINUTES FROM LAST MEETING** (SCHEER-COHEN)

March 7, 2019 Minutes

Approved as they stand.

**REVIEW RESPONSES: QUESTIONNAIRE FOR JUNIOR FACULTY** (SCHEER-COHEN & BROOKS)

* The committee reviewed the spreadsheet of responses uploaded to the share point drive. Key takeaways from the review include:
  + Having a mentor was beneficial and those who did not have a mentor thought having one would be helpful.
    - Are other colleges on campus running faculty mentorship programs?
  + Committee discussed feedback regarding the pacing of WPAF reviews for beginning faculty.
  + Scheduling faculty that have experience with PRCs as mandatory for PRC creation.
  + Increasing consistency in files and folder construction for submission. This ties into a consistency of review standards for PRCs across the tenure of faculty.
  + Workshops were popular. Possibly add more or communicate when they are scheduled on campus.
    - Structure of the question implies the junior faculty would prefer a college RTP workshop.
      * Committee explored the similarities and differences in disciplines and units and the viability of a college wide RTP workshop. This also affects the construction of a FAQ.
    - Could there be a workshop for PRCs? The provost currently hosts one in conjunction with the faculty center as a luncheon, but the timing is difficult for faculty.

**NEXT STEPS** (SCHEER-COHEN & BROOKS)

* Creating a workshop or RTP FAQ or Online Module all have challenges. Dr. Schmotzer recommended using a pairing system that is internal to the units would be especially beneficial and relevant. Would it be possible to create a mentorship process within the units?
  + Until officially elected to a PRC, a faculty can serve as a mentor. As a result, pairing early in the semester exploits an important window of opportunity.
* Defining the role of a mentor
  + It was noted that defining what a mentor should cover/assist with would aid not only in recruiting (delineable participation expectations) but would also help the new faculty.
  + Should mentors receive assigned time?
  + Could mentors who served on committees after completion reach out to reviewed faculty and provide suggestions?
    - It is possible per the guidelines provided for PRCs and mentors.

**DISSEMINATION OF QUESTIONNAIRE RESPONSES** (SCHEER-COHEN & BROOKS)

* Dean Ayala suggested presenting a summary at the Fall All College Meeting or the CCC. How should the committee present it?
  + Presenting the graphs and highlighting the importance of mentorship and recruiting mentors for newer faculty could be discussed.

**ANNOUNCEMENTS** (SCHEER-COHEN & BROOKS)(SCHEER-COHEN & BROOKS) (SCHEER-COHEN & BROOKS)

**ADJOURNMENT** (SCHEER-COHEN)

11:40am

*Next Meeting: September 5, 2019*