

**Faculty Development Advisory Committee**  
**April 19, 2024, at 3:30 p.m. via Zoom**  
**Meeting Minutes**

**Attendance:** Cathleen Akers, Dr. Rebecca Burton, Dr. Cathy Donald-Whitney, Dawn Headrick, Linda Kapocsi, Dr. Michael Latham, Dr. Patrick Lewis, Dr. Sahalie Mitchell, Dr. Serena Richards, Russell Smith, Dr. Kevin Suber, Dr. Allison Venuto, and Dr. Tiffany Vincent

DoS (Dean of Student) break-out sessions: Please review the blurbs and titles.

ELC wants to be in the ELC area, not in the conference center. They are in the library area.

Dual Credit panel: Huge response (over 30!)

- Want to focus on discipline/ district, so there is a variety (try to find folks from a variety of campuses/ disciplines)
- Patrick volunteered to moderate and jump in when necessary
- Navigating ISD vs. Collin administration
- Student engagement
  - Maturity
  - How to engage with material
  - Culture
  - Best practices
- Good habits/ reinforce expectations (Cathleen)
- Good syllabus policies
- How to work with HS schedules, events, drills
- How to choose your battles
- Lack of communication- Craig L. said that the admins know all the dates- why isn't this being communicated effectively?
- Cathy: Asked Craig L. about discipline issues. He is unaware of any issues, but we should reach out to his group to let them know
- Cathleen/ Patrick: Know your students
- Allison to start an email chain with Patrick/ participants of the panel

Vendor Tables? Reach out to Anthony Peterson, Library, ACCESS, counseling, career center, career coaches, student engagement, veterans department

Volunteer positions: help with the running of the day.

- Welcome crew
- Folks in the rooms to moderate, ask questions, move things along
- Serena: Should we create a Sign Up Genius to organize? Yes.
- Patrick to introduce the speaker.

- RSVPs- help focus on dietary needs, next session sizes, etc. Not everyone will RSVP, some will and not show up, etc. Smallest room houses 90, so we should be okay with room size.
- We may need to move folks, and we can do that the week before.
- We will over order food just in case.
- Rebecca- multiple welcome tables to help limit lines
- Date has not changed (August 15)
- QR code agenda? That has been fixed.

#### ELC:

- Staying in their areas
- Frees up a room- 40% of the room is empty, so we will create a Collaboration Space.
  - Faculty can discuss panels
  - AI
  - Presenter
  - Basically just an open space to collaborate (overwhelming support for this)
  - Russell volunteered to moderate
- Kahoot! To keep faculty engaged and waiting

#### Process of the committee:

- All full-time folks- are we open to adjuncts? Yes to adjuncts (Cathleen and Rebecca)
- Committee itself should be a mix of folks- represent as many as possible
- ~ 14 people on the committee now
- Do we want representatives from other areas (librarians, admin, etc)?
  - Patrick: we are representative of the faculty for the faculty
  - Cathleen: Concerns media literacy, curriculum, etc.
- Should we set up sub-committees for sub-categories?
  - Logistics
  - Short session committee
  - Patrick: One of the reasons we work well is because we are a small group
- Meeting on a regular basis is good (Rebecca)
- Should we expand? (Tiffany)
- Cathleen: We are transitioning away from what we thought our position would be. Question/ discussion of what our role is.

CASP: approved to move forward. Talk to colleagues (and yourself!)- to assist in leading sessions. Allison to meet with them next week.

Closure of CTL: We don't get nearly as many Zoom sessions. We need to expand on monthly webinars, etc. Serena discussed FC Teaching and Learning- our summer salon and our hopes to expand this.

Tiffany- should we create a sub-committee to assist FC Teaching and Learning committee to encourage faculty to present what they have learned at conference, present what they have presented at conference, etc?

**Prepared by:** Dr. Serena Richards