**Faculty Development and Welfare Subcommittee**

**November 8, 2018; 3:30 pm**

**UC 233**

# **Agenda**

Members: Ashley Allen (SBS to 2020), Don Beken (NSM to 2019), Katie DeFiglio (ARTS to 2020), Calvina Ellerbe (SBS to 2019), Scott Hicks (Director of TLC), Autumn Lauzon (LETT to 2019, Chair), Kathy McAllister (NSM to 2020), Claudia Nickolson (EDUC to 2019), Angela Revels (AVC for Human Resources), Carla Rokes (ARTS to 2019), Melinda Rosenberg (LETT to 2020), Laura Staal (EDUC to 2020)

1. Call to Order
2. Approval of Minutes from October 18, 2018 (Appendix)
3. Adoption of Agenda
4. Report from the Chair
5. Unfinished Business
   1. Issues from Senate meeting regarding required SkillSoft training plan
6. New Business
   1. General discussion of topics and concerns
   2. Faculty merit increases
7. Announcements
8. Adjournment

**Appendix**

**Faculty Development and Welfare Subcommittee**

October 18, 2018; 3:30 pm

UC 233

**Minutes (Draft)**

Members in attendance:

Ashley Allen (SBS to 2020)

Don Beken (NSM to 2019)

Katie DeFiglio (ARTS to 2020)

Calvina Ellerbe (SBS to 2019)

Scott Hicks (Director of TLC)

Autumn Lauzon (LETT to 2019, Chair)

Claudia Nickolson (EDUC to 2019)

Laura Staal (EDUC to 2020)

Members not in attendance:

Kathy McAllister (NSM to 2020)  
Angela Revels (AVC for Human Resources)

Carla Rokes (ARTS to 2019)

Melinda Rosenberg (LETT to 2020)

1. The meeting was called to order at 3:30.
2. The minutes of the April 12, 2018 meeting were approved as circulated.
3. The agenda was adopted as circulated.
4. Ashley Allen was elected as secretary
5. Report from the Chair: FIAC Summary was presented.
6. NO Unfinished Business:
7. New Business:
   1. Annual Compliance Training Complaints:
      1. Nothing positive has been heard about the modules including:
         1. Problematic representation of women in the workplace
         2. Some information not relevant for faculty
         3. Lack of validity/reliability
         4. Unknown Repercussions for not completing training
         5. Unknown who made the trainings/quizzes
      2. Decision made to table discussion until November meeting when Angela Revels can be present and comment on some of these concerns.
   2. Office Hour Policy
      1. Committee has been asked to reconsider the revised office hour policy
      2. Many ideas were discussed such as:
         1. Office hours being available on department websites
         2. Online office hours could be completed via chat on canvas
         3. Departments break their own rules at times and let some faculty only come on campus 2 days a week
         4. Office hours might be stated but are not monitored. Perhaps monitoring should be at a departmental level
         5. May benefit from moving office hours to a cloud where professors can change their office hours from week to week (example: Education)
         6. Keeping the same office hours each week privileges the same students each week.
      3. Ultimately, the committee decided on a new proposed office hour policy that put the control in the hands of the department.

“Each member of the faculty must be available to students in person and/or online in accordance with departmental policies for the purpose of advising, mentoring, and/or otherwise supporting students.”

* + 1. Committee voted on the policy with 7 in favor, 0 opposed, 0 abstain.

1. The next meeting is scheduled for Thursday, November 8, 2018 at 3:30 pm in UC 233
2. The meeting was adjourned at 4:30.