FACULTY DEVELOPMENT COMMITTEE MEETING
March 14, 2014
8:30 am – ECE Workroom 2nd Floor Building 2
Minutes

Attending: Linda Buck, Jerry Cerny, Mieko Matsumoto and Sarah Myhre
Guest: Rheta Kuwahara
Unable to attend: Erica Balbag-Gerald, Keala Chock, Monir Hodges and Gordon Pang

Handouts
- Meeting Agenda
- Learning Communities Brown Bag flyer
- Faculty Development Website Activities page
- Attitude handout
- Motivational Sayings handout
- Mid-Semester Survey

Jerry thanked Linda and Rheta for hosting the meeting in the ECE Workroom and for providing snacks for the meeting.

Old Business

1. Faculty Development Committee Charter – The proposed change to add a lecture as a full, voting member of the Committee needs to be approved by the FSEC. Sterling Foster, Campus Chair, FSEC, is presenting the request and rational to the FSEC today. It should be approved. Jerry stated he would let the committee members know about this when he hears from Sterling.

2. The following issues were identified at the February meeting and discussed at the March meeting:

   a. Presenters at Fall Reappointment Application and Tenure/Promotion Dossier presentation Workshops – Jerry stated that he had seen Karadeen Kam-Kalani and mentioned presenting at these workshops next fall from her perspective as a Division Chair. She is willing to do this. Linda stated that a CTE faculty should present as their Reappointment Applications and Tenure/Promotion Dossiers are somewhat different than those of Liberal Arts faculty. Mieko will identify a newly tenured CTE faculty when the list comes out in the fall, to present at the fall workshops. Having Kara and a newly tenured CTE faculty, along with the tenured faculty who attend the workshop and can contribute, should be sufficient to cover the material of the
b. End of year Faculty Development survey for faculty and lecturers – Last meeting Sarah had asked about the rate of response of faculty to the start of the semester Faculty Development survey. Jerry reported it is very poor. It was decided to go back to a paper and pencil half-page survey to be handed out and collected at the All College Meeting at the start of the fall semester. Sarah asked if lecturers attend this meeting. Few do. It was also decided to put the paper survey in lecturer's mailbox with instructor for them to be filled out and returned to Mieko or Sarah mailboxes.

c. Hybrid Class discussion at the end of this semester - Mieko said that everyone teaching hybrid courses this semester find them a challenge. She discussed the specific challenges in this mode of delivery. Sarah suggested that students taking hybrid courses should have the same orientation that DE students get. Although hybrid course student do attend class once a week, the courses are more like a DE course than a face-to-face course. Mieko will discuss having this workshop with Cynthia Smith and Ross Egloria and will notify Jerry who will help get the word out.

d. Introduction to Laulima workshop to new faculty and lecturers at the start of the fall semester – The committee members have for some time discussed that lecturers need to be better served by the Faculty Development Committee. It was decided to have a Laulima introduction workshop for new faculty and lecturers during the week before classes start in the fall. This workshop will also include an orientation to HCC. Mieko stated both should be able to done in a two-hour workshop. Jerry suggested the information in the new faculty and staff memo, developed a few years ago, could be the outline for the orientation portion of this workshop. Rheta stated we need a good method to communicate with lecturers, either via email listservs or memo in their mailboxes. Linda suggested that the Campus Leadership Team (CLT) should be informed about the committee’s desire to better serve lecturers and making the members of the CLT aware of our communication concerns. Jerry will get on the CLT agenda this semester to discuss these issues.

e. Committee shall research new trends in education – Possible resources for this research were identified
   - Faculty Focus (http://www.facultyfocus.com/) is a good resource. Anyone can sign up for a free newsletter on their webpage.
   - Some of the weekly teaching tips from Teaching for Success (http://teachingforsuccess.com/) are good. Anyone can sign up to receive these on their webpage.
   - Campus Technology (http://campustechnology.com/Home.aspx) is another good resource. They are technology and distance education focused, but they have some good generic education information. Anyone can sign up for a free subscription to their monthly magazine if a hardcopy to read is wanted rather than reading it on-line.
New Business

1. Spring Activities – The following spring activities are schedule:
   b. Dossier Preparation Workshop – 5/1/14 and 5/2/14
   c. Chicken Sales Events – 3/16/14 and 4/27/14

   • Reappointment and dossier samples in the Library – Efforts were made to update these at the start of the fall semester. Sarah suggested that some new ones may be needed. She will take an inventory of the current ones in the Library and new ones will be added as needed this coming fall.

   • Faculty Development Activities Evaluations – Jerry reported he recently received an email from Clara Bantolina, representing the Accreditation Oversight Committee, stating that evaluation of Faculty Development Activities is listed as an Actionable Improvement Item for Accreditation. Jerry has posted evaluation results for several activities for the fall and spring semesters in the Activities section of the Faculty Development Website. This was reported to Clara. A copy of the the Activities page from the Website was distributed to the members.

   • What additional activities would you personally like the Committee to accomplish before the end of the year? – Jerry asked that members think about this and it will be discussed at the April committee meeting.

Open Discussion

1. Next meeting – Friday, April 11, 8:30 am, 2-510; there will be no May meeting unless pressing issues necessitate one.

Adjourn

The meeting was adjourned at 9:10 am.

cc: Committee Members
    Erika Lacro, Chancellor
    Russell Uyeno, Interim Vice Chancellor for Academic Affairs
    Sterling Foster, FSEC Chair