

Amarillo College New Faculty Training Subcommittee

Meeting Agenda

May 9, 2017

3:00 pm

Type of Meeting: Brainstorming session

Invitees: Sarah Milford, Heather Voran, Fiona Denge, Jacob Price, Walt Webb, Kim Boyd, Lynne Seal, Kelly Voelm

- I. Call to order at 1510. Members present: S. Milford, F. Denge, J. Price, L. Seal
- II. Report from Sarah Milford Discussed general topics from FPD Committee meeting
- III. New business
 - a) Ideas for new faculty training Discussed access to information for new faculty as well as what a mentorship program might look like for new faculty. Due to diversity of programs at AC, it would be important to have individual program involvement in a formal mentorship program. The members present agreed that a general program orienting new faculty to the college and academic field may prove advantageous. Many faculty come from industry and are unfamiliar with the realm of academia.

Lynne Seal – Professional Development document see attached. Lynne proposed this document to be utilized as a site with links to each of the topics. Committee members agreed that this is an excellent idea for new and existing faculty. Also discussed was the importance of providing this information in an area that is easily found and accessed. The committee discussed the possibility of garnering assistance from CTL to set up the page and links. Information will be sent to Heather Voran for consultation on feasibility with new website.
 - b) Potential summer meeting Potential July meeting proposed. Pending.
 - c) Additional Items/Announcements J. Price discussed the need for additional support and training for adjunct faculty who are often excluded from main college/faculty events. There was a general agreement that something needs to be done to support adjuncts. Committee members were charged with entertaining ideas of how to engage and support adjuncts.
- IV. Adjournment at 1605

Getting Started

- Checklist
- AC ID Card
- Office Keys
- Printing
- Copying
- Department Contacts
- Acronyms Around AC
- Faculty Credentials Update
- Email
- Parking
- Wireless Connection

Professional Development

- CTL Courses
- ENMU Online Teaching Certificate
- Lunch-n-Learns
- Savvy Scholar
- Faculty Focus
- Active Learning

Career Matters

- Faculty Workload
- Pay Scales
- Rank & Tenure
- Committee Participation
- Faculty Regalia & Commencement

Student Resources

- Advising
- Food Pantry
- TSI Testing
- Success Center
- Counseling
- Bookstore
- Financial Aid
- Library
- Student Printing
- Textbook Borrow
- Writer's Corner

Before the Semester Begins

- Checklist
- Textbook Adoption
- Publisher Representatives
- Bookstore Deadlines
- Syllabus Manager
- Linking Syllabus to Blackboard
- Blackboard Shell
- Print Course Roster

During the Semester

- Census Rosters
- Drop / Withdrawal
- Attendance
- Scheduling Exams
- Requesting Rooms
- Grades
- Student Issues (Complaints, Lack of Participation)
- Office Hours

End of the Semester

- Final Exam Schedule
- Final Grades and Due Dates
- Grade of Incomplete
- Change of Grade
- Attendance at Graduation

AC Initiatives & Other Policies

- 70% Completion by 2020
- No Excuses
- Campus Carry
- WIFFY