

Faculty Meeting Agenda
Gore Hall 204
Friday, March 22nd, 2019, 1:30PM

- I. Report on international alumni events: Scott Stevens
 - a. Sao Paulo went very well, had around 50 people turnout, miraculous for Brazilians in the rain
 - b. Bogota next weekend
 - c. Upcoming: Japan, China, Saudi Arabia. One big festival here on campus probably in the early fall
- II. Proposal for New Rubric for Final Essay: Mike Fields, Testing Committee Chair
 - a. unanimous vote to approve rubric as proposed at previous meetings
- III. Vote on proposed new course pilot procedure: Nicole Servais
 - a. unanimous vote to approve procedure as discussed
 - i. New course will be proposed through procedure similar to current, and then the designer (no one else) will pilot it for the first session. After the initial pilot by the designer, there will be a set template of information required for turn-in (includes 7week and 8week timelines, assessments, other materials that a second teacher might need) as well as suggestions and recommendations for adjustments that might be made
 - ii. There will be provisions made for grandfathering in previously piloted courses
 - b. Curriculum committee may in the future look into establishing similar standardization of required documentation and resources for all courses
- IV. PDTF Retreat: Carolina Correa
 - a. Retreat will be Friday, April 5th, at 108 E Main
 - b. Breakfast and lunch will be provided
 - c. Guest speaker Mark Rentz, University at Albany, SUNY, Associate Vice Provost for International Education and Director of International Alumni Development, specialist in reading theaters
 - i. Will give a keynote speech including reading theater for faculty to experience
 - ii. Will have afternoon workshops to focus on different programs
 - d. Other workshops offered for faculty while they are not in a Mark Rentz workshop
 - i. Phil Rice and Ken Hyde giving a Canvas Q&A in the SALC (faculty please bring your own questions!)

- ii. Karen Asenavage giving an AT workshop
- iii. Ross Fenske giving a workshop with advising tips for faculty
- iv. Ken Cranker possibly giving a workshop on how to write successful course proposals
- v. Possible workshops also by various TESOL participants, reporting on presentations they saw at the convention

Faculty sign-up for a group taking PD guest speaker Mark Rentz to (free) early dinner (4:30pm ish) at TGIFridays after the retreat – email Carolina Correa if you are willing to go!

Topic for a Future Faculty Meeting: Procedure for Entering Grades Into Canvas

How often should grades be added?

Should there be a standard set?

Some faculty members seem to not enter grades until midsession/week4 or later, makes it stressful for students and difficult for advisors

Some students find it stressful to watch grades rise and fall day by day as individual grades are entered

Maybe update grades once per week? Maybe provide a little tech training for students so they can change their notifications settings and check their grades as often as they individually choose?

Discuss more at a later date

V. KHBRAAT Update: Kate Copeland

- a. Kate proposing to share the Khbrat cohort schedule with faculty when it is finalized, hopefully will be helpful for faculty to know where their students are and what they're doing
- b. Incoming cohort arrival delayed, length of delay unknown. Possibly only a few days? Possibly longer
- c. Intake interview schedule will change depending on when cohort arrives, will possibly be this session, trying not to have them during week8
- d. Khbrat students will probably not be in classes this session--delay in arrival means they would only be in class a few days, not really worth it

VI. Class sizes after Japanese group departure: Joe Matterer

- a. Classes will be small. Originally thought classes would be supplemented by the Khbrat students, delay means that probably will not happen. Mostly affected classes will be levels I - III, some level IVs, mostly LS

VII. Session 5, 2019 graduation duties: Sarah Petersen

- a. Sarah needs someone to swap grad duties with her, she will not be here for graduation in session 5. She'll send out a follow-up email asking for volunteers

VIII. Committee Reports:

- a. Testing Committee: Mike Fields
- b. Technology Committee: Phil Rice
 - i. check the tech buddies report for your name, let Phil know if you're still willing to be on the list or not
- c. Textbook Committee: Mikie Sarmiento
 - i. working on a textbook survey (about writing materials), should be coming soon
- d. Library Committee: Walt Babich
- e. Professional Development Taskforce: Carolina Correa
 - i. email Carolina if you have any suggestions for workshops for PD retreat

IX. Faculty Senate for CAS: Nonie Bell

- a. Dean Pelesko reported graduate college formation
 - i. structure still slightly indeterminate
- b. Ad hoc committee, graduate council to advise grad college
- c. 14 possible representatives on the council
 - i. possibly counting by faculty members in group, possibly counting by grad class hours, to see how representation is divided
 - ii. one representative space currently being offered to the ELI. still in flux, still in discussion, but would be important for ELI to have a spot