

Office of Faculty Development

Faculty Development Advisory Committee Minutes
October 18, 2006 9:00 a.m. 215B Ball Hall

Members Present

Sara Bridges, Vivian Morris, Allison Potter, Angiline Powell

Members Absent

Carol Eady, Larry McNeal

1. Welcome New Members

Angie Powell welcomed Sara Bridges as a new Faculty Development Advisory Committee member.

2. Purpose of Committee

Vivian Morris explained the purpose of the Faculty Development Advisory Committee. The committee is set-up to council and advise the Office of Faculty Development and to help nurture College of Education faculty towards excellence. The committee is made up of one representative from each of the College's departments and the Center for Research in Educational Policy. Vivian Morris and the Office of Faculty Development will carry out the wishes of the committee.

Vivian Morris also explained that recipients of the Dean's Awards of Excellence carried a commitment to host Faculty Development activities.

3. Selection of Chair/Co-chairs for committee

Allison Potter was selected as committee Chair. Angie Powell was selected as committee Co-chair.

4. Review of minutes from last meetings

Angie Powell reviewed the minutes from the April 2006 meeting.

5. Review of Planned Activities for 2006-07

Vivian Morris highlighted planned activities for 2006-07 including a workshop featuring **Dr. Sharroky Hollie, Why America Can't Stand Standard English Learners** to be held October 19-20, 2006.

Vivian Morris also highlighted the work of the Leadership Institute.

6. New Business/Activities for 2006-07

Angie Powell suggested following up with New Faculty Members to see if the committee was serving its purpose. Dr. Morris reviewed the two forms available for mentoring new faculty members, Mentor Checklist and Mentoring Guidelines.

The committee suggested an assessment for new faculty members. It was suggested the assessment should be in the form of structured interviews/focus groups for first and second year new faculty members. Sara Bridges offered to facilitate the group. The committee would like to hold the focus groups early in the spring semester. Heather Murley will send Sara Bridges the names of new faculty members. Sara Bridges will begin working on questions for the focus group. Items that will need attention are IRB, preserving anonymity, technology to use during interviews, persons to help with analyses of interviews.

Sara Bridges suggested presenting participants in Faculty Development workshops with certificates of completion.

Next Meeting: November 8, 2006

Submitted by: Heather Murley

Office of Faculty Development

Faculty Development Advisory Committee Minutes
November 8, 2006 9:15 a.m. 215B Ball Hall

Members Present

Sara Bridges, Carol Eady, Elena McKenzie (substitute for Allison Potter from CREP), Vivian Morris,
Frances Pearson, Angiline Powell

1. *Welcome New Members*

- Frances Pearson was welcomed as a new Faculty Development Advisory Committee member from Leadership.
- Elena McKenzie was welcomed as a substitute committee member from CREP.

2. *Review of minutes from last meetings*

Minutes from the October 2006 meeting were reviewed by the committee and accepted.

3. *Leadership Institute Activities*

- There are 15 participants in the COE Leadership Institute developing skills in the areas of teaching, research, and administration.
- Two participants are interning with Bob Cooter and Helen Perkins and three participants are interning with Steve Ross on national refereed journals.
- Each participant is receiving an additional \$500 in travel funds.
- The next Leadership Institute meeting is scheduled on Monday, November 13, 2006, and will focus on Knowing the College of Education.

4. *Review of Feedback*

- Feedback from two workshops, **Culturally Responsive Teaching** and Chairing Doctoral Committees, were reviewed by the committee.
- Vivian Morris informed the committee that both workshops were very successful.

5. *Update of 2006-07 Faculty Development Activities*

- Two workshops will be held during the third week in November featuring Dr. Michael Dyson and Dr. Ben Dyson.
- Faculty Development focus groups are planned for December 7, 2006. The committee reviewed plans for the focus groups. Sara Bridges and Angie Powell will facilitate the focus groups which will be held from 11 a.m.-12 p.m. for first year faculty and from 1 p.m. -2 p.m. for second year faculty. A light lunch for both groups will be held from 12 p.m. – 1 p.m. The committee decided to follow up the focus groups with an online survey that will be used for research purposes. The facilitators of the focus groups will be interviewed after the sessions and that information will be used for service purposes.
- Vivian Morris gave committee members a copy of the focus group information from 2004 as background information for planning the 2006 focus groups.

Next Meeting: January 17, 2006

Submitted by: Heather Murley

Office of Faculty Development

Faculty Development Advisory Committee Minutes
Wednesday, January 24, 2007 9:15 a.m. 215B Ball Hall

Members Present:

Sara Bridges, Carol Eady, Vivian Morris, Allison Potter, Angiline Powell

Members Absent:

Frances Pearson

1. *Review of minutes from last meeting*

Minutes from the November 2006 meeting were reviewed by the committee and accepted.

2. *Leadership Institute Activities*

Leadership Institute hosted a meeting in November 2006, Know the College of Education. College leaders served as a panel. The Leadership Institute hosted a second meeting in January 2007, Know the Memphis Metropolitan Community. Various community leaders formed a panel and were also on hand for a follow up reception.

3. *Review of Feedback from CREDE Workshop*

Feedback from the CREDE Workshop was reviewed by the committee. This workshop was very successful.

4. *Dossiers Available*

Dossiers are available in the Office of Faculty Development until the end of January.

5. *Update of 2006-07 Faculty Development Activities*

The New Teacher Center is hosting four **Mentor Module workshops** this semester and will also be holding a **Symposium in March 2007.**

6. *Rescheduling of Focus Groups*

Focus Groups are rescheduled for February 23, 2007. Announcements will be sent out right away.

7. *New Activities*

A workshop on Conducting Committee Meetings will be held. It was suggested to have Beverly Cross lead this workshop.

A reception for College of Education Faculty mentors and mentees will be held. This may be either a afternoon or evening reception depending on available funds. The Office of Faculty Development will review the budget and work with the committee to set a date and activities.

Repeat sessions of successful workshops may be held.

Next Meeting: February 14, 2007, 9:30 a.m.-10:30 a.m.

Submitted by: Heather Murley

Office of Faculty Development

Faculty Development Advisory Committee Minutes
Wednesday, March 21, 2007 9:30 a.m. 215B Ball Hall

Members Present:

Sara Bridges, Carol Eady, Vivian Morris, Frances Pearson,
Allison Potter, Shirley Key (substitute)

Members Absent:

Angiline Powell

1. Review of minutes from last meeting

Minutes from the January 2007 meeting were reviewed by the committee and accepted.

2. Reception for Mentors and Mentees

Reception will be held on April 17, 2007 from 3-5 p.m. at the Holiday Inn. It will be a walk in reception. Dean Hovda will make comments at approximately 4 p.m. Pictures will be taken as favors. A PowerPoint presentation of mentor/mentee comments will be displayed.

3. Luncheon Meeting with Urban Aspiration Team

Beverly Cross will facilitate a luncheon meeting on April 20, 2007 from 11:30 a.m. – 1 p.m. This workshop will build on the material presented by **Bill Tate and the Urban Symposium.**

4. Report on Faculty Focus Group

Findings from Sara Bridges Faculty Focus Group session were review by the committee.

5. Leadership Institute Activities

Lisa Horton's session, including the assessment of style, was well received. The next meeting will be in April on the subject, Know the University of Memphis.

6. Professional Development Scholarships for Faculty and Students

The Office of Faculty Development will be offering scholarships to faculty and students to attend the 2007 Mentoring and Induction Symposium.

7. Recommendations for the 2007-08 Academic Year

Based on the Faculty Focus Group session, the Office of Faculty Development will work on establishing a FAQ for the College of Education's web page.

Next Meeting: April 18, 2007, 9:30 a.m.-10:30 a.m.

Submitted by: Heather Murley

Office of Faculty Development

Faculty Development Advisory Committee
Wednesday, April 20, 2007

Minutes

Members Present: Sara Bridges, Carol Eady, Vivian Morris, Frances Pearson, Allison Potter, Angiline Powell

1. *Review and Approval of Minutes.* Minutes were not available for approval.
2. *Planning for Reception for Mentors and Mentees.* The following plans were discussed and confirmed with Heather Murley, Administrative Secretary for the Office of Faculty Development.
 - Faculty members will be requested to respond to questions related to mentoring in the COE. Vivian will send out questions, Heather will collect questions and forward to Sara Bridges who will develop the PowerPoint presentation for the reception. Heather will set up PowerPoint presentation at the reception site.
 - A photographer has been engaged to take pictures of mentors and their protégés. Photos will be ready at the end of the reception as mementos of the mentoring relationship. Disk of photos will be maintained to use for bulletin board display.
 - Angie Powell will be responsible for background music for reception.
 - Announcements about the reception will be placed in the mail box of each faculty member to encourage attendance.
3. *Specific Information/Questions to Send to Faculty Related to Report on Faculty Focus Group.* A Frequently Asked Questions document will be placed on the COE Web page once questions have been received from faculty members and the appropriate responses have been provided. Heather is working with our technology professionals to determine the most efficient format in which to accept the responses for processing.
4. *Leadership Institute Panels.* Committee members had an opportunity to review the agenda for the last April meeting of the Leadership Institute which included panelists from central university administration and specific professors from program that may present potential collaborative efforts with COE faculty. This was a very successful luncheon meeting with lots of questions, answers and sharing of insights about leadership roles.
5. *Luncheon Meeting with Urban Aspiration Team.* This meeting is a follow-up to the Urban Seminar sponsored by the Urban Aspiration with Bill Tate as guest speaker. All COE faculty members are invited to attend to provide input on the next steps for this team.
6. *CREDE Workshop on May 9, 2007.* A second CREDE (Center for Research on Education, Diversity and Excellence) workshop has been requested before the beginning of the Maymester. Kathy Cooter has agreed to conduct the workshop from 2:00 -4:30 p.m. on Wednesday, May 9, 2007.

7. *Academic Enrichment Proposal for 2007-08*. The committee was provided a copy of the COE Enrichment proposal for the 2007-08 academic year that was completed by Vivian and Dean Hovda. The proposal recommends a year-long program entitled “A Call to Prepare College Faculty in State of the Art Practice: Differentiating Instruction for Diverse Learners in P-12 Classrooms.”
8. *Activities for 2007-08 Academic Year*. Some suggested workshops/topics for next year included:
- “Using the Library”
 - “Teaching Controversial Topics”
 - Refine session on “Third-year Review” that provides more guidance to faculty
 - “A Walk Through the Steps for Earning a Doctoral Degree” since we have so many new faculty
 - Develop ongoing support group for faculty new to the college; balancing service, research and service; shifting to publications; more formal meeting perhaps once per month. Sara agreed to lead group perhaps with a co-leader; suggested publication-*Publish, Don't Perish* by Moxely.
9. *Next Meeting*. The next meeting is scheduled for September 2007, after classes get underway.

Respectfully submitted by,
Vivian G. Morris