MEMORANDUM

March 31st, 2023

Faculty Development Steering Committee (FDSC) Annual Report for 2022-2023

The Faculty Development Steering Committee met once in the fall semester on November 4th, 2022 and once in the spring semester on March 30th, 2023. Members included Jason Beach, Elizabeth Acuff (resource), Brian Seiler (resource), Steve Robinson, Jeannette Luna, Doug Bates (until January 2023)/Sharon Holderman (effective January 2023), Darek Potter, and Lenly Weathers. Dr. Russell was identified to serve as chairperson at the first meeting in addition to serving as Ex-Officio.

The primary focus of all FDSC meetings this year continued to be how best to bridge faculty needs with new and existing resources for faculty development. Specifically, with establishment of the Center for Advancing Faculty Excellence (CAFÉ), how does this committee help steer direction of the CAFÉ and inform programs and decisions to successfully integrate the CAFÉ into the campus culture.

At the first meeting, additional focus areas included:

- Report out that the FDSC bylaws and procedures revisions were approved at Academic Council on October 5th, 2022. Revisions largely were position and personnel updates given the last action on the bylaws and procedures was in 2010.
- Dr. Russell provided the following infrastructure and programmatic updates:
    - Re-establishment of the Faculty Development Fund ($30,000)
    - Collaboration with Dr. Rob Owens to purchase an institutional membership to the National Center for Faculty Development & Diversity (NCFDD). The CAFÉ will lead efforts to incentivize use of the resource and make this part of the New Faculty Orientation workshops. This is a membership open to all of campus but in particular will support faculty plus graduate student career development needs.
    - Newly established Faculty Academy for Course & Program Development – call for the intent to submit and full proposals in November 2022.
- Discussions continued of how the steering committee would function relative to CAFÉ infrastructure and it was determined that this group would continue to serve as the CAFÉ advisory group for strategic planning purposes.
- CITL updates were provided by Dr. Jason Beach, CITL Director, including plans for the new CITL IDEAL Classroom space (Volpe Library Room 112) and a new Instructional Designer dedicated to the College of Arts & Sciences. In additional Insights Platform for D2L will be released in December 2022.
- QEP updates were provided by Dr. Weathers, including his attendance at an upcoming SACSCOC meeting to see about ideas and plans for a new QEP given our Undergraduate Creative Inquiry has fulfilled this last accreditation cycle.
- STEM Center updates were provided by Darek Potter.
- Additional discussion among the group regarding the new AGP document and Watermark® for faculty reporting. Specifically, any training as well as the timeline for completion of the AGP and implementation of Watermark® was emphasized as important aspects to address. Dr. Russell and Dr. Beach indicated a goal-setting workshop for Chairs would occur in January. This would

be facilitated by Dr. Timmerman, Dr. Wendt, Dr. Beach, and Dr. Gannod. These items will continue to be an iterative point of focus over 2023.

At the second meeting, the following areas were of focus:

- The group welcomed Sharon Holderman, interim Dean of the Library
- CAFÉ updates by Dr. Russell-
  - NCFDD engagement via the analytics feature of the resource – plans for additional emphasis were outlined. The committee members advised the CAFÉ to provide a special emphasis as the semester was ending and highlight areas faculty could engage with over the summer.
  - Response to the call for proposals for the new Faculty Academy was tremendous. Approximately 10% of the fulltime faculty submitted proposals with several team proposals included. The Academy will begin in May and 21 project proposals will be supported for this first year. Participants will be able obtain certification in online teaching and some other mastery areas.
  - Status of Watermark® - building out the workflow for annual review after ITS resolves some integration issues with Banner. We will need to review the areas where Chairs/Directors/Deans provide evaluation feedback. We are still on target for use of the system for annual review for the 2024 review cycle. Additional discussion about the AGP adoption being an iterative process. There is a need for additional training on goal-setting as well as Supervisor Training specifically for faculty supervision. The committee recommends that HR's new Training Specialist be engaged with this process. Currently, the HR Supervisor Training is limited to supervision of staff (professional admin & C&S).
- Center or Program Updates:
  - QEP Director & Tech Tomorrow Strategic Planning Working Groups – Dr. Weathers is meeting with Dr. Huo to finalize the budget for QEP for next year. They have an April 14 deadline for current QEP proposals. In addition, the Strategic Planning groups are exploring Curricular Learning Communities and Dr. Weathers feels there is a need for the CITL and CAFÉ to engage with offering best practices workshops.
  - CITL Director – Moving forward with the IDEAL classroom expansion and all the instructional designers will be attending the OLC Innovate conference in Nashville. Creator+ is a new D2L feature that will be available very soon. It is on the test side currently.
  - STEM Center Director – A variety of opportunities for community engagement and faculty involvement as well as various opportunities for faculty to utilize the STEM center classrooms and existing technology.
- Additional Items: ChatGPT Task Force to be established and a pilot of re-establishing Faculty Learning Communities will be explored.

Respectfully Submitted,

Dr. Bedelia Russell, Committee Chair and Executive Officer