

## MEMORANDUM

March 28<sup>th</sup>, 2024

Faculty Development Steering Committee (FDSC) Annual Report for 2023-2024

The Faculty Development Steering Committee met once in the fall semester on November 14<sup>th</sup>, 2023 and is scheduled to meet on May 6<sup>th</sup>, 2024 at the conclusion of the semester. Members included Jason Beach, Elizabeth Acuff (resource), Brian Seiler (resource), Steve Robinson, Jeannette Luna, Sharon Holderman, 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 continues 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. How to effectively communicate availability of resources in context of the work-life balance of faculty is part of ongoing discussion.

At the first meeting, additional focus areas included:

- Dr. Russell provided the following infrastructure and programmatic updates:
  - Faculty Development/Travel Fund continues to be well-utilized. Will continue to assess need and option for expansion when fund has been fully exhausted in the spring.
  - Analytics of faculty engagement with NCFDD were provided. The most popular resource faculty utilize is the 14-day writing challenge. We plan to engage with some of the additional virtual webinars in the spring and evaluate their return on investment.
  - The inaugural faculty Academy for Course and Program Development (FACPD) is underway. A full retrospective review and status update of the 31 faculty projects will be provided in the spring meeting. Dr. Robinson shared his experiences in the Academy and his work to date on his course development project with another colleague in his department.
  - Watermark updates – team is continuing to meet with departments for training sessions and to answer questions. There is one more department meeting this semester and then an open, hybrid session planned for the week after classes end. Proxy data entry support has been set up to support faculty as they prepare to enter activities for calendar year 2023 in preparation for the upcoming annual review. “Watermark Updates” email communication with Chairs and Deans was sent in October with one planned for December and February, are part of the overall communication plan for faculty engagement with the transition. Those communications included what materials will need to be included as part of annual faculty reporting and the use of Watermark relative to the process. Automated reviews within the system are not part of this annual reporting cycle but will occur in 2025 for the 2024 reporting cycle. We have built out workflows for both annual review and tenure/promotion reviews. Those are being tested and we will communicate out a timeline for full use of the system once this first annual review cycle is completed.

- CITL updates were provided by Dr. Jason Beach, CITL Director, including plans for the new CITL IDEAL Classroom space (Volpe Library Room 112), training schedules, and iLearn/Banner integration challenges this semester.
- QEP updates were provided by Dr. Weathers, including steps taken towards establishment of our next QEP in context of the upcoming SACSOC Reaffirmation cycle.
- Dr. Beach provided updates and outcomes from the ChatGPT Task Force work over the summer, including the changes to Policy 217, the curated resources page and updated syllabus language on use of Generative AI within courses.
- ITS/CIO updates were provided by Brian Seiler which included the potential for bringing back the TAF project request cycle as well as the overview on how classroom renovations were prioritized.

Agenda items set for May meeting include, but not limited to:

- CAFÉ updates-
  - NCFDD
  - Faculty Academy retrospective
  - Watermark Implementation Status
  - Watermark Training and Engagement Summary (as of February 2023)

Group Training Sessions	27	<ul style="list-style-type: none"> <li>• Chair specific training in January (2)</li> <li>• Requested departmental workshops (22)</li> <li>• Open session (1)</li> <li>• New faculty workshop (2)</li> </ul>
Individual Training Sessions	20	Walk through of what was presented at group sessions as faculty unable to attend group session
One-on-one Appointments	35	Five on average per week since December* - assistance with troubleshooting as faculty entered data themselves
Analytics from Webpage	241 views	November to February - Average time 18 minutes <ul style="list-style-type: none"> <li>• FAQ section w/36 views</li> <li>• Training tutorial w/ 57 views</li> <li>• Video session recorded from C&amp;I training w/ 56 views</li> </ul>
Proxy Entry Status	-----	<ul style="list-style-type: none"> <li>• Eight team members</li> <li>• Entered workload percentages for every fulltime faculty member</li> <li>• Completed 15 proxy entry support</li> </ul>
Communication Status*	-----	<ul style="list-style-type: none"> <li>• Watermark email (40) – proxy request and/or work request type of communication</li> <li>• Emails directly to Coordinator (150) – does not include threads of follow-up</li> </ul>

- T&P Workshops Summary to discuss new procedures (from fall 2023)

Total Workshops	6	<ul style="list-style-type: none"> <li>• Candidates Session (2)</li> <li>• Chairs &amp; Deans Session (1)</li> <li>• T&amp;P Committee Chairs Session (1)</li> <li>• Make up sessions for T&amp;P Committee Chairs &amp; Candidates (2)</li> </ul>
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Total Participants	118	<ul style="list-style-type: none"> <li>• Candidates Session (54)</li> <li>• Chairs &amp; Deans Session (20)</li> <li>• T&amp;P Committee Chairs Session (34)</li> <li>• Make up sessions for T&amp;P Committee Chairs &amp; Candidates (10)</li> </ul>

- Center and Program Updates-
  - QEP & Tech Tomorrow Strategic Planning
  - CITL – IDEAL Classroom Space

Respectfully Submitted,



Dr. Bedelia Russell, Committee Chair and Executive Officer