

Committee on Academic Development/Elective Academic Programs
2013-14 Year-end Report

1. The first meeting of the Committee on Academic Development/Elective Academic Programs took place on Tuesday, October 8, 2013.

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Howard Sporn, Franca Ferrari-Bridgers, and Christopher Roblodowski

Leslie Francis presented the Committee with a copy of the QCC Academic Senate Standing Committee Activities and Charges, 2013 – 2014 for the Committee on Academic Development/Elective Academic Programs.

The Committee discussed suggestions submitted for presentations and/or workshops to offer in the spring. Emily Tai, from the Steering Committee of the Academic Senate, submitted a suggestion for a workshop for newer faculty members on how to write a successful new course proposal. This suggestion was discussed for possible future consideration.

We received a proposal from the Committee on Student Activities to present a jointly sponsored program on academic competition as a high-impact learning strategy. The Committee discussed this suggestion and voted in favor of co-sponsoring this program in the Spring semester with the Student Activities Committee.

Leslie Francis was selected by the Committee Liaison to the Student Activities Committee and he also volunteered to be a presenter to discuss the Mock Trial competition. Franca Ferrari-Bridgers and Andres Salis agreed to coordinate the refreshments for the program. Howard Sporn agreed to be one of the presenters to discuss the Mathematics competition and Christopher Roblodowski volunteered to handle program logistics.

Meg Tarafdar from CETL provided three topic ideas for a Fall semester workshop: (1) student engagement practices; (2) classroom management and (3) pedagogies of diversity. The Committee determined that more explanation of these topics is needed.

The Committee will plan two programs to be offered during the spring 2014 semester.

Meeting adjourned - 12:05

Next Meeting - Tuesday, October 29, 2013 at 11AM

2. Meeting: Tuesday, October 29, 2013 at 11:00 AM

In Attendance: Leslie Francis, Chairperson, Franca Ferrari-Bridgers; and Christopher

Roblodowski

Motion made by Franca Ferrari-Bridgers to accept the minutes of the October 8, 2013 meeting, Christopher Roblodowski seconded the motion and the motion passed unanimously.

Meg Tarfdar of CETL, presented an explanation of the pedagogies diversity workshop that she proposed to the Committee last semester. The focus of the workshop would be the challenges of teaching in a culturally diverse environment and the best practices or projects to engage a culturally diverse student body.

Meg also discussed some alternative workshops, including:

Praising Students workshop – how to use language to motivate or discourage negative student behavior or blocked behavior as it relates to learning;

Syllabus workshop – how to write a syllabus from the point of view of the students; and a

High Impact Strategies workshop.

With regard to the diversity workshop, Meg proposed that the panel be comprised of seven faculty who use different high impact strategies. Meg will informally reach out to the leaders of the 7 High Impact programs and Christopher will follow up with faculty who express an interest in being on the panel.

Meg also informed us that last semester she reserved room M-136 for a prospective program on December 11th. She thought the diversity workshop could be promoted and the panel formed in time to hold it on the reserved date.

A decision on the diversity workshop was put off until the next meeting.

Meg also thought that the workshop on academic competitions, as a high-impact learning strategy approved at the last meeting, would meet the criteria for the workshop she proposed to the committee last semester on student engagement practices.

Meeting was adjourned at 12:03 PM.

Next meeting – Tuesday, November 12, 2013 at 11:00 AM.

3. Meeting – Tuesday, November 12, 2013 – 11:00AM, A-312

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Meg Tarafdar (CETL), Franca Ferrari-Bridgers, Christopher Roblodowski and Lida Ramos (student representative)

The minutes from the last meeting on Tuesday, October 29 were approved.

Meg Tarafdar of CETL presented a proposal to the committee to offer a session on Pedagogies of Diversity.

For this session, it was discussed that selected faculty members would share what they are already doing with global diversity in their classrooms. This would be an introduction to global diversity learning (GDL) which has become a high impact learning practice (HIP) of the college. There may be opportunities to integrate other HIPs such as the common intellectual experience (Common Read) into the event based on who will be presenting.

Franca suggested the title, “Exploring Global Diversity Learning” for the event.

Meg suggested panelists and she can send out an announcement flyer about the event.

The committee decided to have 4 -5 panelists give 4-5 presentations and each will speak for approximately 10 – 15 minutes.

Guidelines will be created for the presenters.

Meg will be the mediator for the event and she will begin with an introduction to GDL.

Christopher will work with Meg and reach out to faculty members to be presenters at this event.

Leslie will find out if his student who presented at last year’s Honors Conference is available and they may present together.

Franca will draft a flyer and submit it to Meg for review.

Both Meg and Franca can receive RSVPs.

Andrea and Leslie will handle refreshments.

It was decided that promotion for the event needs to happen soon and a save-the-date announcement will be sent out.

For the spring 2014 semester, the committee will focus on presenting on academic competition.

Meeting adjourned - 12:05

Next Meeting - Tuesday, November 26, 2013 at 11AM

4. Meeting – Tuesday, November 26, 2013 – 11:00AM, A-312

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Franca Ferrari-Bridgers, Christopher Roblodowski and Howard Sporn

The minutes from the last meeting on Tuesday, November 12th were approved.

The committee reviewed the preparations for the upcoming event, “Exploring Global & Diversity Learning”. A save-the-date flyer, developed by Franca and edited by Meg, went out to faculty and adjuncts last week. A follow-up flyer will be sent out on Dec. 2 and again on Dec. 9. RSVPs are sent to Franca and Meg. By next week, the committee will have an estimate of how many participants to expect for the event and at that time Leslie and Andrea can arrange the refreshments.

Christopher confirmed that all of the presenters are available and ready to present. He will get a list of their presentations and committee members will develop questions with regard to the presentations.

CETL can fund the refreshments. Leslie will look into the funding for the event.

The committee will check with CETL as to whether or not the event should be video recorded.

Meeting adjourned - 11:30

Next Meeting - Tuesday, Dec. 3, 2013 at 11AM

5. Meeting – Tuesday, December 3, 2013 – 11:00AM, A-312

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Meg Tarafdar (CETL), Howard Sporn, Franca Ferrari-Bridgers, Christopher Roblodowski and Lida Ramos (student representative)

The minutes from the last meeting on Tuesday, November 26th were approved.

Christopher contacted the presenters for a synopsis of their presentations. These synopses will be used for the committee members to develop questions for next week’s event on Wednesday, December 11.

Leslie contacted Jane E. Hindman in regards to funding the refreshments for the event and Meg will follow-up with ordering the refreshments for approximately 25-30 people from CETL funds.

Meg will send out another flyer to faculty, adjuncts and HEOs about the event on Thursday that will include titles of the presentations. CETL Tech will record the event.

Howard will create a slide for the event with titles of the presentations.

It was decided that questions and answers can occur during the presentations and not have to wait until the end.

Each presenter will have approx. 10 minutes to speak and 5 minutes for Q & A.

Meg suggested giving out an evaluation form at the end of the program for feedback.

Refreshments will be available at the start of the program.

At the start of the program, Leslie will give introductory remarks about the Academic Development Committee. Meg will speak about CETL and GDL.

Closing remarks will include an announcement of the Committee's next event in the spring.

Meg will invite Vice President Reiner to the event.

Meeting adjourned - 11:50

6. Meeting – Monday, February 3 – 11:00am, A-312

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Franca Ferrari-Bridgers, and Christopher Roblodowski

The minutes of the December 12th meeting were read and approved.

The Fall workshop entitled “Exploring Global & Diversity Learning,” was well attended and we received positive remarks from those in attendance.

On Wednesday, April 2nd at 12:10pm in S-112 the Academic Development Committee and the Student Activities Committee are co-sponsoring "The Value of Academic Competition." A panel of faculty involved in various forms of academic competition will discuss the benefits to our students and their overall experiences. Students are invited to attend and light refreshments will be served.

At our next meeting, we will discuss sponsoring another event. Emily Tai and Sandra Marcus each proposed programs last semester for our consideration.

To accommodate the committee members' spring schedule, it has been decided to move the meeting day to Fridays at 12:15.

Meeting adjourned - 11:30

Next meeting will be March 7 at 12:15pm, A-Building, room TBD

7. Meeting – Friday, March 7, 2014, 12:15pm A-312

In Attendance: Leslie Francis, Chairperson, Andrea Salis, Secretary, Christopher Roblodowski and Ted Rosen (Student Activities Committee)

The minutes of the February meeting were read and approved.

The Committee discussed the upcoming event on Academic Competitions that will be co-sponsored by the Student Activities Committee and the Academic Development Committee. Ted Rosen, of the Student Activities Committee, and Leslie have developed a rough outline for the program. The event will take place on Wednesday, April 2 at 12:15pm in Room S-420 that holds a capacity of 48 persons. Several faculty members from various departments will present on their experiences with academic competitions and the benefits of academic competition for students including, motivation, public speaking experience, critical thinking, collaboration and teamwork.

The target audience for this event is new faculty in particular but all faculty, staff and students will be invited. A save-the-date e-mail to faculty will be sent out next week by Franca. The next step is to create a flyer for the event. The Academic Development Committee members will supply the cookies and beverages. Leslie, Franca and Andrea volunteered to handle the refreshments.

Leslie contacted Sandy Marcus to find out more about collaborating with the Library to offer an event on open educational resources before the spring break. At our next meeting we will discuss this further.

Meeting adjourned – 1pm

Next meeting will be Friday, March 21 at 12:15, A-Building, room A-312.

8. Meeting - Friday, March 21, at 12:15, A-312

The minutes of the March 7th were read and approved.

Final preparations for the April 2nd workshop on the Value of Academic Competition were discussed and finalized. Howard Sporn, of the committee, will present on the mathematics competition and Leslie Francis will present on the Mock Trial Team.

President Call has been invited to the workshop and she confirmed that she is attending.

Leslie, Franca and Andrea will voluntarily provide the refreshments since there are no funds available to the committee.

Christopher will handle the schedule of presenters and get an outline of each presenter's material.

The next and last meeting of the semester will be Friday, May 9, 2014 at 12:15 in room A-312.

9. Meeting - Friday, May 9, 2014, at 12:15, A-312.

Meeting started promptly at 12:15.

Professor Francis introduced himself. Then all the present and new members introduced

themselves: Hemraj-Benny, Tirandai, McLaughlin, Susan, Gurtas, Yusuf and Franca Ferrari-Bridgers and two student representatives.

Professor Francis then explained to the new members what are the duties and the responsibilities of the committee. We then discussed the accomplishments of the committee this academic year and possible projects for next year.

Professor Franca Ferrari-Bridgers was nominated by Professor Francis to assume the role of chair of the committee for the next academic year and she was unanimously voted chair. Professor Hemraj-Benny Tirandai was unanimously elected secretary.

The meeting ended with a few suggestions about possible workshops and tasks for next year.

A suggestion was proposed by one of the student representatives. He would like to explore the possibility of organizing a workshop on class management and study strategies students need to successfully complete a course.

Professor McLaughlin will contact Steve Novak, chair of the Student Development Committee, to explore the possibility to partner together for the organization of the workshop in the Fall.

For the Spring, we discussed the possibility of organizing an event with CETL focusing on the importance of listening in the classroom and how to improve students' listening skills.

Professor Francis wished all of the members a restful and enjoyable summer and the meeting adjourned at 1:05 PM.