

Stamford Faculty Council Meeting  
March 20, 2023, 7:00 PM Eastern Time (US and Canada)  
Minutes by Jonathan Gilbert

**SFC Attendees:** Jonathan Gilbert, Claudia Kraemer, Christina McElroy, Felice Lesser, Bill Schwendner, Johanna Ortner, Beth Ginsberg

**Guest Attendees:** Carol Ann Wetmore

**GUEST SPEAKER:** Tina Huey – CETL, Associate Director of Faculty Development

- I. CETL Overview of Services
  - a. Organization of CETL units for academic excellence at UCONN
    - i. eCampus (UConn Online)
    - ii. educational technologies
    - iii. faculty development
    - iv. Writing center
    - v. Q center
    - vi. Academic program assessment
    - vii. Organization of CETL units for academic excellence outside UCONN
      1. Non-degree programs
      2. Early college experience
      3. Summer & winter programs
- II. Faculty Development
  - a. Aynsley Diamond works with regional campuses and is a good first point of contact with CETL.
    - i. Any person can be contacted. -There is no compartmentalization and CETL will direct inquiries to the right person/department.
  - b. The faculty development office handles a variety of services.
    - i. Workshops
      1. Workshops are available frequently.
        - a. Information is sent by newsletter (email)
    - ii. Class observations
      1. Teacher observation & classroom observations
      2. Observations can be completed in as little as a week, but faculty should plan 2-3 weeks.
        - a. A prior 'interview' would be held and dialog to discuss outcomes needs to be established prior to
    - iii. Learning communities
    - iv. Departmental presentations
    - v. May Days conference

- 1. 1 – 2 days for professional development.
    - vi. HHMI inclusive teaching in STEM
    - vii. MOOC
    - viii. Graduate & TA development
    - ix. CIRTl and Grad 6000
      - 1. Grad 6000 is a cert program for graduate students to assist with teaching skills.
    - x. Outreach support for grants
    - xi. Emergent topics
      - 1. like ChatGPT, chronic illness, technology for teaching, etc
- III. Observation of teaching. CETL offers in-class observations to assist faculty.
  - a. These are optional observations but may also be requested by a department (ie. from student complaints).
    - i. Peter diplock will handle addressing student concerns for faculty teaching.
  - b. The observation reports are designed to be informative not evaluative (critical).
    - i. Not to set a standard or be judgmental.
    - ii. Stays between the faculty member and CETL (unless otherwise requested by the faculty member)
  - c. An instructor can request to be assessed.
    - i. Lead times may vary (especially at regional campuses) as Ansley is the sole regional campus representative.
- IV. Consultations – These are confidential, formative, and can be short or long-term. Topics cover:
  - a. Teaching portfolio development
  - b. Syllabus
  - c. Learning objectives
  - d. Active learning methods
    - i. Ways to structure a discussion.
    - ii. Writing or using case studies
  - e. Assessment strategies
  - f. Themed reading of SET
  - g. Teaching Enhancement Plans
- V. Workshops. –list of workshops: [fins.uconn.edu](https://fins.uconn.edu)
  - a. Crafting discussion questions
  - b. First day
  - c. Presentation skills
  - d. Giving feedback
  - e. Icebreakers
  - f. Supporting international students
  - g. Equity-minded teaching
  - h. Writing a teaching philosophy statement
  - i. Make large classes feel small
  - j. Mentoring undergraduate researchers

- k. Syllabus development
- VI. Collaborations
  - a. Student health and awareness
  - b. Office for Diversity and Inclusion
  - c. Center for career development
  - d. UCONN Libraries
  - e. Center for Academic Programs
  - f. The Graduate School
  - g. Departments and Dean's Offices
- VII. Q &A
  - a. Bill asks how the students can be addressed in their knowledge base as expectations differ between students and teachers.
    - i. What can CETL do to address these pre-requisite discrepancies? How can we fill that gap.
      - 1. There are institutional & global issues that CETL can't address.
      - 2. KAWL – a simple question at the beginning of the semester addressing what they know and hope to get out of the class.
        - a. These can help assist with identifying the gap.
  - b. Beth mentions that Marie has addressed the educational discrepancies in other languages. She suggests that CETL reach out and address non-native English speakers, particularly in STEM.
  - c. Beth also asks if the main program is in Storrs, not online. This makes it difficult for members from regional campuses to attend.
    - i. Keynote speakers will be live-streamed, but Tina will make a note.
  - d. Bill suggests that the Q center is sometimes lacking/ not always available. He suggests that the Q center be 'up and running' from the first day.
    - i. While not Tina's area, she will pass the information along.
  - e. Bill asks if there is anything we (as faculty) can do to assist?
    - i. Tina says that we should reach out to Aynsley directly.
  - f. Beth points out that the needs are different in regional campuses, languages, small classes, commuters, etc from the Storrs campus.

## **OPEN COUNCIL DISCUSSION**

- I. Approve 2/13 Minutes
  - A. Bill motions, Claudia seconds, no abstains.
- II. Follow-Up Status
  - A. Parking
    - a. Beth met Aris. There are fewer permits issued than spots.
      - i. Increased enforcement.
      - ii. As we give space from apartments and construction

- iii. There might be tiered parking structures
  - B. UCPD
    - a) EMR certified (CPR / Defibrillators trained)
      - i. A class at the end of March (3/31).
        - 1. Both in-person and online portion.
      - ii. Carol mentions that there used to be a class from the school of nursing.
        - 1. We are hoping to bring this back twice a year.
        - 2. Bill asks if it's open to the public.
          - a. Carol says, yes, to the entire community outside UCONN.
  - C. Suggestion boxes
    - i. Jennifer will put some suggestions boxes around campus.
      - 1. Claudia says they are up.
  - D. From Jennifer - Faculty MUST abide by the modality of class.
    - a. A reminder to all faculty that the modality of class must stay. An in-person class cannot go online.
  - E. Police/security presence
    - a. There is supposed to be increased presence in the fall.
- III. Resume Lunch and learn (faculty colloquia)
  - A. March 12:30-1:30
    - I. Bill will send an announcement.
    - II. Fall schedule will be up to Jennifer.
- IV. Current Membership Changes
  - A. Rogerio has left the SFC (open slot on council). There is an open slot for the school of business.
    - I. Bill points out that Dave Anderson has expressed interest.
      - A. Beth asks if David joins would we be over our new limit membership (9)?
        - I. Yes, we would be over. Then let's keep current membership and address changes in the fall.
        - II. All members agree we will wait until next semester.
  - B. While Beth will be stepping down as Co-president but will stay on as a council member. Bill will stay on as co-president ONLY if needed.
  - C. We are at new by-laws with 9 members. With the current members staying we are over.
    - I. Its agreed that all members can stay
    - II. Potential by-law change to include an attendance requirement for members
      - A. Will vote in Fall
    - III. No elections needed this year unless there's a need.
      - A. Bill will send a note to the faculty asking if members want to join.
        - I. If there is large member interest, votes will happen.
  - D. Fall terms meeting time?
    - I. All agree 7pm on the third Monday of the month.
- V. Future Guest Speaker Plans [Speaker List](#)
  - A. April 10<sup>th</sup> will host Aris Ristau
    - I. Council members should be prepared for active interaction.

- II. Aris has received notice from HR that adjuncts can be included on the Stamford website.
- VI. SFC Webpage Status
  - A. Council Bios.
    - a. Bill reminds the members to send bios & pics to Jonathan.
  - B. Jonathan has initiated a calendar for the SFC through the 'master calendar' at UCON. We can now include information on the master calendar as well as SFC specific events for the website.
    - a. He will update the members as soon as there is more (hopefully before the next meeting).
- VII. Campus Director
  - A. SFC co-presidents meeting with Jennifer should be scheduled for the Spring ('23)
    - a. A question was asked about the necessity of another meeting with Jennifer as a guest given the opportunities with the 'coffee hour with Jennifer' & department heads meetings.
      - i. Beth says that she will phrase the question, 'is there anything you want to tell us/ something the SFC can do to help?'
  - B. Invite Jennifer to SFC meeting? Sp 2023
    - a. Still waiting for a reply.

### New Business

- I. Carol asks about scheduling with CSD. They are not always available to accommodate the student's schedule.
  - A. Beth recommends reaching out to Jennifer Lucia for scheduling.
    - I. UCONN is responsible for scheduling, not the instructor.
- VIII. Beth asks if there are any end-of year 'thing'?
  - A. Felice mentions there is an award assembly.
  - B. A notice will be coming shortly. In the next week or 2.
    - I. Will there be food and a nice spread as in years past? (Pre-covid)
- IX. Felice would like to address how adjuncts are treated.