

Tunxis CFT Minutes  
April 7, 2020  
2:45pm via WebEx



*In attendance: Colleen Richard, Michelle Saindon, Sue Lounsbury, Adrienne Dunham, Debbie Bradford, Sam Kapros, Susan Gentry, Marguerite Yawin, Carianne Garside, Jackie Decker, Tatiana Machado, Marc Zimmerman, Amanda Burkhart, Hendree Milward*

- 1) **CFT Committee Check-in:** How is the CFT committee doing as we move our courses online? We are ... reaching out to students that are not engaging to check in, we are watching our own kids (young and old), there is worry about our own health and the health of our kids, hearing about apps to make faculty life easier, sharing rooms and technology with our family, it has been rough going for many faculty but all should be communicating to the best of their ability, doing theme days, gardening, hiding from webcams, Amanda can come into a class to help students find the tutoring in Teams, creating videos in one take "One Take Tanya", learning WebEx and Teams, doing calling campaigns, presenting on resume writing and interviewing, have students hanging up on us, have new google numbers to text with students, making masks and sharing elastic, and remembering these principles:

**Working Remote - COVID 19 Principles**

1. You are not "Working From Home", you are "At your home, during a crisis, trying to work".
2. Your personal physical, mental, and emotional health is far more important than anything else right now.
3. You should not try to compensate for lost productivity by working longer hours.
4. You will be kind to yourself and not judge how you are coping based on how you see others coping.
5. You will be kind to others and not judge how they are coping based on how you are coping.
6. Your team's success will not be measured the same way it was when things were normal.

- 2) **CFT Webpage** – <https://www.tunxis.edu/academics/center-for-teaching/>  
Tatiana has done a lot of work on the website and will continue in the fall as things calm down.

- 3) **Teaching Squares** – Marguerite, Alva, Mat and Marc from the English department were planning on observing each other this semester. This has been put on hold until fall if this group is still interested.
- 4) **Professional Day** on ADA will be on Friday, September 11. The speaker is available, and we will move forward with planning.
- 5) **Drop in CFT hours** Colleen and Michelle have open WebEx office hours four times a week to support teachers. We've had 3 people use these hours and will put it out again each week.
- 6) **New Faculty Orientation** participants are Matt Golchin, Deb Collins, Alicia Hall, Amy Hofmann, Ryan Buda, Wendy McGrath, Lakisha Grant-Washington, Rashida Williams, Marc Zimmerman, Angela Fierro, Asheka Rahman

Colleen always checks in with the new faculty since day one of the online learning. Adrienne sent this link from LIT: <https://www.tunxis.edu/library/video/>. Kelly Pitman will be hosting a virtual advising session on April 13<sup>th</sup>. Carianne and Amy will still run a "How to Get Promoted" session on April 21.

- 7) **Adrienne iTeach** - Please check out this website for information on the 6-week version(<https://www.ct.edu/iteach>). A special iTeach pedagogy course will run from April 18, 2020 to May 31, 2020 in anticipation that summer courses may need to go online (no decision has been made yet). The following 3 weeks will do the competencies piece. Over 25 people have signed up.
- 8) **"Book Club" Discussion**- This is on hold.
- 9) **Schwab Institute** – "Inclusive Leadership". Cancelled
- 10) **Barnes**: Cancelled
- 11) **ISW 2** - Sue Gentry and Debbie will facilitate August 17 – 19 (M-W). **FDW** is cancelled
- 12) **TOIG** – This group has become an "Expert Army" helping to answer instructor's emails. It would be great to have a distribution list but that is not allowed right now. Thank you Hendree!

**13) International Lunch- cancelled**

**14)** Our May planning retreat is currently scheduled for May 28<sup>th</sup> at Jackie's house. 9:30 – 2:00. If we can't meet at that time then we talked about meeting in August. We should keep in mind that we would be off contract at the end of the summer if we decided to meet then.

**15)** We were informed that the CFT budget will be rolled over to the fall since our events have been cancelled.

**16)** Sharon Gusky got on the statewide online Crisis Group to represent faculty.

Center for Teaching

Tunxis Community College

As of January 25, 2020

	FY16	FY17	FY18	FY19	FY20
<b><u>J320 Center for Teaching</u></b>					
New Year Budget - expenses only (not release time)	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
Carryforward Budget	<u>1,907.26</u>	<u>3,082.77</u>	<u>3,054.45</u>	<u>3,789.91</u>	<u>2,445.42</u>
Total Available Budget	5,107.26	6,282.77	6,254.45	6,989.91	5,645.42
Expenditures	2,024.49	3,228.32	2,464.54	4,544.49	2,513.04
Obligations (open purchase orders/requisitions)	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Obligations	2,024.49	3,228.32	2,464.54	4,544.49	2,513.04
Balance	3,082.77	3,054.45	3,789.91	2,445.42	3,132.38

FY15: Received \$313.43 for ISW miscellaneous expenses

FY16: Received \$3,200 for CFT - Local Funds

FY16: Received \$8,916 for reassign time (not reflected in above analysis)

FY17: Received \$3,200 for CFT - Local Funds

FY17: Received \$8,916 for reassign time (not reflected in above analysis)

FY18: Received \$3,200 for CFT - Local Funds

FY18: Received \$8,916 for reassign time (not reflected in above analysis)

FY19: Received \$3,200 for CFT - Local Funds

FY19: Received \$8,916 for reassign time (not reflected in above analysis)

FY20: Received \$3,200 for CFT - Local Funds

FY20: Received \$8,916 for reassign time (not reflected in above analysis)

## **State wide CFT meeting notes April 3, 2020 (Thank you Ruth Urbina-Lilback )**

### **CFT Initiatives/Activities by College**

1. Hosting Programs/Events Online on Self-Care and Coping Strategies for faculty using a Life Coach.
2. Various colleges are hosting events out of concern for vicarious trauma (compassion fatigue)
3. Hosting Programs/Events Online to prepare faculty in their support of students on:
  - coping with crisis
  - working from home with kids
4. One college has moved their ongoing new faculty orientation program to an online format with workshops online on: advising, library services, etc.
5. One college is hosting 2 hours a week as CFT drop in hours. Support has focused on transitioning to online teaching.
6. One college CFT committee was convening this week as a whole to brainstorm together on their focus for the rest of the semester.
7. A few CFT committees have worked with Distance Learning to finance/supplement the cost of I-teach training for faculty. This is 6 weeks of online teaching pedagogy.
8. A few colleges are reviving their Blackboard shells dedicated to their faculty to serve as a landing place with:
  - inspirational quotes
  - discussion threads focusing on venting and support
  - links to additional training like the one sent by Michael Reder on "Trauma Informed Pedagogy"

[https://pima.zoom.us/rec/share/vvB2bL33\\_VxOHp3t13vzBLEuGlfMaaa81SUdqKBczhnu-kPaGRaB-52oczD938J](https://pima.zoom.us/rec/share/vvB2bL33_VxOHp3t13vzBLEuGlfMaaa81SUdqKBczhnu-kPaGRaB-52oczD938J)

Ruth from NVCC also attended the second part to this session recorded here (Friday 4.3.20 at 3 pm):

<https://pima.zoom.us/rec/play/tcJ5cOCs->

[zk3GtGVtwSDU V W47rK 6s2nQf8 EPnk2wW3IDZFChNLARM-Ni-m8-IKmc1wqwZWRfYTe?startTime=1585939956000& x zm rtaid=dqXiv 4pQZyeLprtAnpLPg.1586220993699.5aa0453b25d8a1d0da8cc0b8108682d3& x zm rhtaid=826](https://zk3GtGVtwSDU V W47rK 6s2nQf8 EPnk2wW3IDZFChNLARM-Ni-m8-IKmc1wqwZWRfYTe?startTime=1585939956000& x zm rtaid=dqXiv 4pQZyeLprtAnpLPg.1586220993699.5aa0453b25d8a1d0da8cc0b8108682d3& x zm rhtaid=826)

9. One college invested in the Monday Morning Mentor Program – it is online and is issued once a week. They have received good feedback on it.
10. Every other week Lunch and Learn sessions virtually.
11. Faculty worked in one college to get Stop & Shop gift cards for their students in need
12. NVCC: Ruth is working with the head of DL to start an informal program similar to Blackboard Mentors, the focus would be on teachers helping teachers.
13. One college is using a “Vent Board” for their students.
14. **The Remote Teaching and Learning Crisis Team** was established, and Sharon is a member. They will begin by identifying and prioritizing the issues that relate to successful completion of courses for the spring 2020 semester. The team shall establish a timeline for timely delivery of solutions to those issues.

The group will likely need to form action teams who will help to solve issues and do the work of guiding or providing solutions. The group will identify areas of concern related to online teaching and learning, online library and other critical academic support services, completion of faculty workload commitments, academic accommodations, and other daily issues that arise that affect student academic success.

A number of end of the semester processes exist that are dependent upon paper trails; the team shall make recommendations on how best to convert these to electronic or virtual administering.

The team shall also identify and discuss adjustments and recommendation for the summer and fall 2020 semesters should the virus situation continue.

Solutions and recommendations developed by the crisis team are expected to align as often as possible with the Students First initiative.

### **ISWs**

Tara and Sharon are looking into online formats for early summer ISW-O  
“We do presentations on BOPPPS, Basic lesson planning, Developing and communicating objectives, and giving and receiving feedback to start the workshop.

Then, each participant posts their mini lessons in the course management system (1 per week) on an assigned day and written feedback is collected as learners complete the lessons. We have a pre-scheduled verbal feedback via video conferencing each day a lesson is presented to provide feedback regarding the lesson from that day. It takes a bit of time, but our faculty have appreciated this format.”

Sharon will ask Jane Gates to require that CFT money at the colleges roll over to the fall.

Conversations about reimbursement from home office ie: toner, printing, paper, web camera etc.