

Tunxis CFT Minutes
 May 5, 2020
 2:45pm via WebEx



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

1. Colleen shared an email from an adjunct and Daryl's response.

Conversation: This is a grieving process, and everyone deals with it in different ways. We understand the administration's response and where the teachers are coming from. There was a discrepancy between administration supporting students vs. administration supporting adjuncts and faculty.

What can we do?

- CFT can help facilitate communication between adjuncts and administration.
- Create a Blackboard shell for faculty with support and resources for teaching online at Tunxis. CFT can facilitate discipline-based discussion boards within the shell. This will need to be managed by someone to keep it current and answer questions.
- It would be good for the entire college to see our administration's face more (don't forget the adjuncts).
- Create a list of the teaching expectations of online instruction in fall so instructors can decide if they want to teach, need professional development, or can meet the expectations. How can we compensate adjuncts for this new professional development situation that we are in?
- Create "How to be a successful online teacher" and "How to be a successful online student".
- Listen to the student perspective and ask: "What do you want from your teachers when taking an online class?"
- Assure adjuncts that they will be offered a class even if they don't feel they want to teach online in the fall.
- DL is putting together a course of basic online teaching practices for teachers from how to turn on your computer etc. See Adrienne's notes below.
- Discuss best practices - Will each discipline have the option to teach asynchronous/synchronous? Some felt it would be necessary for students to work in groups while others thought it created an equity issue (students and teachers with kids at home, students being called into work, technology sharing within homes for students AND teachers)
- We should look at the research from ATD about online learning.
- The way education looks in the future will be forever changed. What our teachers learn to prepare for online teaching will be good skills to have after the crisis. Paying adjuncts for professional development is a good investment in the future of the college and our students.
- Overall better, regular communication from administration, department chairs, program coordinators.
- Encourage administration to roll out flexible policies.

- Keep an eye on course caps. Courses would be capped at 25.
 - Help teachers define themselves as an online instructor.
 - What we can continue: CFT walk in hours, Online Instructors Group
 - Let teachers know we are here and listening.
 - Another long-time adjunct emailed the idea of paying adjuncts to help with advising.
2. **National Teacher Appreciation Week**- There was discussion about mailing something to teachers, but we do not have the manpower to do that now. Email will be just as effective. Colleen will send a “Teacher Appreciation Week” email with invitation to Go2Knowledge (See below) and “Goodies for Grading”.
 3. **CFT Webpage** – <https://www.tunxis.edu/academics/center-for-teaching/>
No time for discussion
 4. **Professional Day**- September 11th : No time for discussion
 5. **Drop in CFT hours**- Colleen and Michelle: No time for discussion
 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
 - Library LIT Adrienne sent link <https://www.tunxis.edu/library/video/>
 - 4/13 Kelly Advising
 - 4/21 Carianne/Amy How to get promoted !
 - 4/27 Check in Feedback
 - 5/11 Check in

***New faculty have the added worry about contracts for the fall which adds to their uncertainty.*
 7. **Annual CFT Report**: (Colleen and Michelle) Sharon is creating a form for this.
 8. **Adrienne**- Adrienne would like to emphasize that teachers should take advantage of the CSCU Training Calendar. The calendar is always active and available to sign up for training. Please don’t hesitate to let Adrienne know what is needed. Then her department can be proactive instead of responsive. Here is some information:
 - **We have had a number of requests for evening “Getting Started with Blackboard Basics” training sessions**, so we have some scheduled from 5pm-7pm and some that run from 6:30-pm to 8:30pm.
 - There also webinars in Discussions, Assignments and Tests scheduled at various times. To register, visit our **online training calendar**:<http://calendar.ct.edu/> and scroll to the “Webinars – Community Colleges Faculty/Staff” heading.
 - **For resource info, click My Help/Training tab in Blackboard, and visit the CSCU System EdTech Training YouTube Channel.**



9. **Adrienne** - BPOP – Best Practices of Online Pedagogy- The system does not want to push everyone through iTeach right now. System is talking about creating a basic skills training for instructors that cannot open mail, clear cache, copy and paste, open up different tabs, etc (basic computer competencies). Faculty may have the opportunity to go through training and then become paid mentors. Adrienne was not sure if this would be mandatory for teachers.

Five Steps – Details *Best Practices of Online Pedagogy* <https://www.ct.edu/iteach>

This is a 6-week facilitated course with significant reading, discussion responses and a final reflection. To ensure you are ready for this course, please engage in the five steps below prior to the start of your session.

Five Steps - Summary

1. Read the details on the Best Practices of Online Pedagogy
2. Be sure you have at least completed a **training** on Bb Getting Started Basics
3. Be sure you are familiar with the Bb skills highlighted in the Coronavirus Blackboard Playlist
4. Assess yourself on the Top 35 Basic Computer and Technology Competencies (spreadsheet)
5. Brush up on your skills and complete the 4 assessments listed below using Northstar Digital Literacy website.

10. Hendree discussed a new RFP committee that he is serving on – more details to come!

11. **Go2Knowledge**: (from Ruth at NVCC) Online community of learners from our 12 community colleges!

Registration for Go2Knowledge is simple: Enter you name, your college email address and the password of your choice.

Go2Knowledge
Online Professional Development
<https://www.go2knowledge.org/nwcc>

What is Go2Knowledge?

- *FREE Online Webinars
- *Extensive Selection of Topics on Teaching, Learning and Supporting Student Success
- * No Limit! – Complete as many training sessions as you like
- * Work at Your Own Pace – Start a training module and come back to it as your time allows it.
- * Keep Track of Training – Certificates of completion are issued for every completed session.

Sample Webinar Titles:

- *Best Practices for Student Success in Developmental Education
- *Creating Tests that Assess Higher Order Thinking Skills
- *Diversity, Inclusivity and Civility: Developing and Enhancing Students' Cultural Competence
- *Supporting First-Generation Students: Providing Access, Maximizing Student Achievement & Increasing Persistence
- *The New "At-Risk" Student Seminar: Increasing Retention, Success & Institutional Support

12. **ISW 2** - Sue Gentry and Debbie will facilitate this online August 17 – 19 (M-W).

13. CFT will host a Virtual “Goodies for Grading” on May 14th at 4:30.

14. We will postpone our May planning retreat that was supposed to be on May 28th at Jackie's house. We will meet virtually instead from 10-2. Hopefully, we will have more information about the fall so we can talk about how we can help teachers.

Submitted by Michelle Saindon

State wide CFT meeting notes May 1, 2020

CFT Initiatives/Activities by College

Hosting Programs/Events Online on Self-Care and Coping Strategies for faculty using a Life Coach.

Gender pronoun workshop

The Capitol Way Soiree- Dj masks fashion show, pet parade

Forest [NCC Faculty and Staff Online Institute Handbook](#)

[NCC Faculty and Staff Online Institute Presentation](#)

[NCC Faculty and Staff Online Institute Video Presentation](#)

Long conversation about Covid-19 and cleaning facilities.

- Masks
- Hearing impaired students
- Equity and inclusion
- Synchronistic vs Asynchronous classes

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.

Sharon discussed a conversation about the crisis team at the statewide level and looking about AR? The union? Looking at how much money it is going to cost for everybody to go online.

Sharon talked a lot about reviving the Teaching with Technology opportunity for statewide Center for Teaching.

Everyone suggested that we would be online in the fall. And that **Live Online Learning** would be the new designation. Sharon stressed that of course we have academic freedom from college to college. There was a lot of conversation about full-time students taking four classes all online and having fried brains.

Also Sharron has a federal grant and the Department of Defense contacted her and said that she could not take any students to Europe till after January 2021

ISW

Sharon said they are looking for a common model and that all the ISW's will be virtual through 2021. This has been working well in California. We should have the \$4,000 at Tunxis now.

Professional development survey, developed by Sharon at the request of Provost Gates to determine Faculty and Staff needs and sue CARES Act funds (million dollars)

Did you complete it? (350 have completed it so far)

CFT statewide share folder <https://tinyurl.com/shareTCLCFT>