

Tunxis CFT Minutes  
September 3, 2019  
2:45pm



*In attendance: Colleen Richard, Michelle Saindon, Sue Lounsbury, Debbie Bradford, Sam Kapros, Nick Stugard, Susan Gentry, Marguerite Yawin, Carianne Garside, Jackie Decker*

1. Welcome to our newest committee member, Jackie Decker
2. Thank you to Jackie and Carianne for the beautiful paintings and welcome back bags. They were filled with the original paintings, a pencil with a quote, Dove chocolates, and a welcome back note.
3. We now have Common Hour on Mondays and Wednesdays from 2:20 – 3:20. This time should be used to encourage student participation in clubs and events. Sylvia will communicate events on the big screens around campus.
4. Sue Gentry and Debbie Bradford held the first ISW2 this past summer with four participants and it went very well. They redesigned the ISW to make it new for those that have already completed one ISW. The original ISW will take precedence, but they will certainly be doing more!
5. Hendree is collecting ideas for the next Tunxis Online Instructors Group meeting this semester. Some ideas include: Informational module as a prerequisite for taking an online course, online course advising tool, filming each online teacher with tips for taking online classes and ways to protect the integrity of online courses through proctoring. Hendree will ask for additional topic ideas in the first newsletter.
6. New Faculty Orientation participants are Matt Golchin, Deb Collins, Alicia Hall and Amy Hofmann. Kirk Peters, Agata Smiarowski, Ryan Buda, Sue Winn and Chuck Cleary may also be invited as they enter new roles working with students.
7. Spirit Day is this Thursday! Wear your T-shirts from your alma mater. Colleen sent out a campus reminder today.
8. Professional Day – all hands on deck!
  - a) 10:00 – 11:30 All College Meeting for the Achieving the Dream and SOAR Kickoff in Founders Hall.
  - b) 11:30 – 12:30 Pizza from George's will be provided, and Colleen will get plastic tablecloths. Chris will have student workers clean up.
  - c) 1:00 – 4:00 Professional Day in room 6-372 with Robin and Ian. Presentation and Breakout sessions – leave at 3:30 to pick up hors devours
  - d) 4:00 – 5:00 hors devours, sign in for the union
  - e) 4:00 – 7:00 Student workers will help take care of IDS for new faculty. We will feed them dinner.

- f) 6:00 – 6:45 Daryl Welcome everyone, Amy point out important information in the handbook, Chuck will discuss Crisis Management and the Round Robin information sharing (Campus CFT, Statewide CFT, Union, Civic Engagement, ASTC)
- g) 6:45 Clean up Crew needed and department breakouts

9) The Student Success Panel will be held on October 2. Any recommendations for panelists are welcome. Michelle will contact Helen Lozada for ideas.

10) Michelle will reach out to math faculty to gauge interest in Teaching Squares for this semester. Sue will join a square if there is a lot of interest. CFT will give \$150 for follow-up meeting.

11) iTeach is returning in a different format. CFT will give two \$100 stipends for instructors to do participate. Participants will need to use Professional Development Funds.

Submitted by Michelle Saindon

### **2019 Tunxis Center for Teaching Events**

<b>Date</b>	<b>Name of Event</b>	<b>Type/Location</b>	<b>Facilitator</b>
Thursday, September 5	Spirit Day! Wear your t-shirt from your Alma mater (especially from our CSCUs)	Campus-Wide Spirit Day	CFT Committee
Friday, September 6 1:00 – 4:00	Building Bridges in Times of Change	Professional Day Tunxis Room	CFT Committee
Friday, September 6 4:00 – 7:00	Fall Employee Kick Off Appreciation Dinner	Room: Founders Hall	CFT Committee
Wednesday, September 11 2:20 – 3:20	How “One Drive” can enhance your work	“Type and Talk” Room: 7-206	Steve Mead
Wednesday, September 25 2:20 – 3:20	“The Happy Secret to Better Work” by Shawn Achor	“Ted Talk and Tea” Room: 7-222	Susan Gentry, Marguerite Yawin & Hendree Milward

Friday, September 27	Spirit of Teaching: Passion	Holy Family Retreat Center West Hartford, CT	Statewide CFT
Wednesday, October 2 10:00 – 11:15	Stories & Strategies of Successful Students	Student Panel Discussion Room: 6-127/128	Michelle Saindon
Thursday, October 3 3:00	Upcoming Events MAT137L	Faculty Meeting	Sue Lounsbury & Michelle Saindon
Monday, October 7 2:20 – 3:20	Quit Slacking & Start Acting: Putting the Assignment Back in Assessment	Room: 7-206	Jen Wittke
Tuesday, October 15 3:00 – 4:00	Topic TBD	Online Instructors Group Room: 6-174	Hendree Milward
Friday, October 25	Inclusive Teaching	Pathways to Teaching	Statewide CFT
Tuesday, October 29 3:00 – 4:30	Promotion Presentation	Room: 7-206	Carianne Garside
Thursday, October 31 9:00 – 3:00	Chocolate Day (Prizes for the best costumes!)	Adjunct Office	CFT Committee
Monday, November 4 2:30 – 3:30	Quit Slacking & Start Acting: Putting the Assignment Back in Assessment	Repeat Presentation Room: 7-222	Jen Wittke
Monday, November 18	“The Science of Gratitude”	“TED Talk and Tea” Room: 7-206	Colleen Richard & Carianne Garside
Friday, November 22	Inclusive Teaching	Pathways to Teaching	Statewide CFT

Thursday, December 5 9:00 – 3:00 pm	Goodies for Grading	Adjunct Office	CFT Committee
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## 2020 Tunxis Center for Teaching Events

Tuesday, January 21	New Adjunct Faculty Orientation	Library Conference Room	Colleen Richard
Wednesday, January 29 2:20 – 3:20	“Closure and CATS”	“Cookies and Conversation” Room: 7-222	Colleen Richard & Marguerite Yawin
Thursday, February 13 9:00 – 3:00	For the Love of Learning	Adjunct Office	CFT Committee
Wednesday, February 19 10:00 – 11:15	Stories & Strategies of Successful Students	Student Panel Founders Hall	Michelle Saindon
Friday, February 28	Inclusive Teaching	Pathways to Teaching	Statewide CFT
Wednesday, March 4 2:20 – 3:20	“Setting up a Positive & Productive Classroom Culture”	“Cookies & Conversation” Room: 7-206	CFT Committee
Friday, March 6	Spirit of Teaching: Passion	Holy Family Retreat Center West Hartford, CT	Statewide CFT
TBD	International Lunch	Adjunct Office	CFT Committee & Kirk Peters
Friday, March 27	Schwab Leadership Institute	Capitol Community College	Statewide CFT
Friday, March 31	Topic TBD	Online Instructors Group Room: 6-174	Hendree Milward

April TBD	Accessibility and ADA	Professional Day	CFT Committee
Wednesday, April 22 2:20 – 3:20	“Vulnerability”	“Ted Talk and Tea” Room: 7-222	Hendree Milward
Wednesday, May 6 9:00 – 3:00	Goodies for Grading	Adjunct Office	CFT Committee
May 18 – 20	Barnes Seminar	Ivoryton, CT	Statewide CFT
Friday, June 5	Schwab Leadership Academy	TBD	Statewide CFT

**Look for invitations in your email and RSVP!**