

Tunxis CFT Minutes
October 1, 2019
2:45pm



In attendance: Colleen Richard, Michelle Saindon, Debbie Bradford, Sam Kapros, Marguerite Yawin, Carianne Garside, Sue Lounsbury, Hendree Milward

- 1. Statewide CFT at Tunxis on 10/4**
- 2. Professional Day:**

What went well: Having multiple events in one day allowed for better attendance. Presenters (Robin and Ian) did a great job.

Evite: Using Evite was confusing in addition to the fact that there were multiple events to RSVP to. We may collaborate and use Survey Monkey in the future.

What changes can be made: Three events in one day was too much. An hour for dinner was maybe too much. A STEAM breakout would have been nice.

- 3. September Events:** Next fall we should avoid having multiple events in the first 3 weeks of school (except spirit day)
 - How One Drive can enhance your work (15 participants) -
 - "The Happy Secret to Better Work" (13 participants). Only 3 people RSVP'd but 13 people attended

- 4. October events**

10/2 Michelle The Student Success Panel went great with 7 panelists and 5 classes attending. Thank you to the committee for help setting up and taking down. Sam and Michelle will collaborate on this for spring and try using Founders Hall.

10/3 Michelle and Sue are doing the 137L presentation at the Faculty meeting

10/15 Hendree Online Instructors (Need a flyer)

~~10/25 Pathways here on campus (Thanks Marguerite)~~

10/29 Carianne Promotion presentation (Need a flyer)

10/31 Chocolate day (Need a flyer) Colleen ordered the food (cake and protein). We will host a Costume Contest (Best group costume, most creative, Sue will handle the fun).

5. **Teaching Squares:** Michelle is running a teaching square this semester in the mat department with Jillian Stugard, Aja Shabana and Jen Rossi. We are currently scheduling class visits.

6. **New Faculty Orientation:** This is going well!

Thursday, Sept 12

- Campus Tour (Meet outside Adjunct office)
- Lori (How to book a room, how to get reimbursed, forms drawer, mail)
- Copy Center
- FT Faculty Handbook/PC Handbook

Tuesday, Sept 17 The student experience (Meet outside Adjunct Office)

- Student Admission Jean
- Financial Aid Sandy/Giancarlo
- Student Success Center/Placement testing - Garth
- Records Magaly
- Jean/Magaly/Matt/Sandy/Garth/

October 10 Chuck/Cheryl Human Resources (Thanks Deb)

- Emergency procedures
- HR Issues Contact
- Benefits
- Procedures and policies:
- Sick Days
- Personal Days
- Furlough Days
- Vacation Time
- Retirement Plans
- Educational Benefits
- Medical Plans
- Timesheets

October 15 Kelly Pittman - Advising

7. **Adrienne iTeach pilot.** CFT will give two \$100 stipends for instructors to participate. Participants will need to use Professional Development Funds. Kirsten and Erin received the stipends from CFT (thank you!). Karen W-B is also participating. There is a waitlist of seven people. Part 1 is focused on pedagogy and Part 2 is self-paced (competency-based piece). Participants earn a certificate after completing part1 and part 2.

8. Debbie Bradford and Sue Lounsbury will run an ISW January 13th-15th here at Tunxis . It sounds like there is money to do another statewide ISW 2.
9. Reserve January 21st for New Faculty orientation for new people and adjuncts that we will be hiring this semester.
10. The new self service copy center is an issue. Copiers got jammed on a Friday night and no one was around to help. This left a problem for Saturday morning. Adrienne is meeting with Darryl and Amy and IT is supposed to be supporting the copy center.
11. Tunxis Online Instructors Group- "Lets Make a Movie". A video will be created for students and advisors when students want to take an online class.
12. A back up plan for support staff needs to be in place when the faculty secretary is not available. Cross training would help.

Future conversation – Our changing student population

Submitted by Michelle Saindon

2019 Tunxis Center for Teaching Events

Date	Name of Event	Type/Location	Facilitator
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
Tuesday, October 15 3:00 – 4:00	“Let’s Make A Movie”	Online Instructors Group Room: 212	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

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