

MINUTES

Approved by TPDC

MEETING CALLED BY	Deborah Anderson, TPDC Chair
TYPE OF MEETING	TPDC Meeting (General): May 6, 2016 9:30-12:30
NOTETAKER	Jill Simser
ATTENDEES	Mevlut Guvendik, Kelli Norris, Brad Marovich, Maureen Groome, Asiya Satdanova, Karyn Ott, Daryl Davis, Joe Wakim, Debbie Anderson, Jill Simser (absent Willie Smith, Cordia Simpson)

MEMBERSHIP – UPDATED ROSTERS

DISCUSSION	D. Anderson is updating standing committee memberships for the upcoming academic year. A call looking for new members was emailed in April by Dr. Miedema on behalf of the TPDC.		
CONCLUSIONS	A meeting with TPDC and all the standing committees is planned for Aug. 19 at Welcome Back. Incoming chair K. Norris to send an invite		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
Incoming chair to send an invite	K. Norris	August	

STANDING COMMITTEE UPDATES

	FMSS – J. Simser reported the FMSS has requested “service as a mentor in the Faculty Mentoring Program” be listed as an activity in the Tenure Portfolio Guidelines in the updated TPDC Handbook under Evidence of Contributions to the Discipline or College.
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1. Request for funding as stated approved by TPDC

2. Motion:

To approve or deny stated FMSS request for non-tenured faculty serving as new faculty mentors be added as Contribution to the College and Contribution to the Profession criteria in the Tenure Application in the 2016 revision of the TPDC Handbook.

1st – Brad

2nd – Maureen

Vote: Denied unanimously

Reason for denial – The disadvantages outweigh the advantages of this addition.

- Non-tenured faculty mentoring non-tenured faculty may be grounds for grievance if either participants do not receive tenure.
- Process in place for triad mentoring support where one mentor is a tenured faculty outside of the discipline. The TPDC cautions mentoring relationship where the new faculty are only mentored by one non-tenured faculty.
- Credit is received for all faculty mentoring new faculty in annual performance evaluation (CBA Appendix N).
- Mentoring new faculty is a sizable time commitment not advised for non-tenured faculty.

FMSS has requested funding for the following:

- \$200 for 3-ring binders, need to order them sometime between now and Aug 1
- \$50 for fall orientation, refreshments
- \$50 for spring orientation, refreshments

Requests for funding should be channeled through the TPDC. Request was approved. D. Anderson to notify Dr. Miedema.

J. Simser shared the FMSS Goals for 2016-17:

1. Add mentoring to hiring questions/HR hiring guidebook
2. Formalize mentor-mentee matching process
3. Assess all tools in guidebook using materials from conference
4. Potential Research study participation
5. Adopt and implement evaluation framework(and self-actualization)- training, tools
6. Web page development
7. Tenure Coaching
8. Mentor Award
9. File Management and Archiving –
10. One-Sheet MCC, Tenure, Professional Development
11. SAIL
12. Portfolio Workshop
13. Orientation Materials reviewed
14. Update original program outcomes-include professional development goals for committee members (for example, attend Mentoring Institute in Albuquerque, New Mexico in October or international Mentoring Conference in April)

The TPDC recommends FMSS goals be prioritized before review for approval by TPDC.

Assessments/Surveys

FMSS approved a mentoring survey for new faculty to complete after their first major semester. Katina will align the old mentor survey with the new mentee survey.

FMSS reviewed assessments for TRIAD mentoring relationships, a partnership involving 2 mentors and 1 new faculty. Assessment for each mentor and one for the mentee to complete. Assessment gauges their opinion on how this worked from each of their perspectives.

CTE – J. Wakim

No meeting. Nothing to report.

Michelle Maseman has a new title. She will be the Coordinator for the CTE although she will still do administrative level work as well.

PDSC – B. Marovich

No meeting. Nothing to report.

RCSC – M. Groome

No meeting. Nothing to report.

D. Anderson will be the liaison to RCSC beginning fall 2016. During rank change portfolio review each RCSC member will sign to approve or not. Make sure this step is in the TPDC Handbook.

SLSC – K. Norris. A. Satanova will be the new chair of the SLSC. TPDC will consider assigning the initial PLAF review process to the SLSC next AY.

TPDC AND
STANDING
COMMITTEE
ACCOMPLISHMENTS
2015-2016
GOALS 2016-2017

DISCUSSION	<p>D. Anderson shared TPDC and Standing Committees 2015-2016 Goals document for our review. The goals were crosschecked with our accomplishments.</p> <p>Work continues on the following items:</p> <ul style="list-style-type: none"> • Update all content in TPDC Handbook (TPDC and all Standing Committees) • Launch easily accessible, PDF writable forms for all processes (TPDC & UFF) • Tenure mock portfolios placed on EFSC libraries' reserves for faculty review (FMSS) • Faculty Mentoring processes documented and represented on TPDC webpage and in TPDC Handbook (FMSS) <p>D. Anderson, outgoing Chair, and K. Norris, 2016-2018 Chair, met with L. Miedema and Michelle Maseman to discuss upcoming AY's Goals for the TPDC. Final TPDC Goals under development by TPDC, EFSC, and UFF.</p>
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**FMSS DOCUMENTS
REVIEW**

DISCUSSION	<p>FMSS documents are loaded TPDC's Canvas page. Document review has been assigned to TPDC members. The following are not part of the review: title pages, table of contents, bibliographies, and campus directory pages as part of our review.</p> <p>FMSS Update: Deb, Daryl, and Joe: pages 1-12 and 15-20 Maureen and Mev: pages 21-34</p> <p>Guidebook/Handbook: Brad/Kelli: pages 3-15 Karyn/Assiya: pages: 16-28 Cordia/Jill: pages: 29-40</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
FMSS Update: Deb, Daryl, and Joe: pages 1-12 and 15-20 Maureen and Mev: pages 21-34	TPDC	Summer 2016

Guidebook/Handbook: Brad/Kelli: pages 3-15 Karyn/Assiya: pages: 16-28 Cordia/Jill: pages: 29-40		

Meeting adjourned: 12:30 PM