Faculty Forum Agenda
Wednesday September 6, 2017 at 10:00 AM
SV- B153, TP- 2272, and Douglas. ITV 9637

FACULTY FORUM MEETING – September 6, 2017

2017-2018 Meeting Dates – All dates are Wednesdays from 10:00 am to noon

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
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<tbody>
<tr>
<td>September</td>
<td>September 6</td>
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<td>October</td>
<td>October 4</td>
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<td>November</td>
<td>November 1</td>
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<td>December</td>
<td>December 6</td>
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<td>January</td>
<td>January 17 (confirm)</td>
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<td>February</td>
<td>February 7</td>
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<td>March</td>
<td>March 7 (discuss – Spring Break)</td>
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<td>April</td>
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<td>May</td>
<td>May 2 – In Tucson</td>
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OPENING BUSINESS: 10:00 to 10:15

1. Welcome & Celebration of Faculty Accomplishments (Chris Johnson):
   - The meeting is opened for business & last month’s faculty achievements are highlighted.
   - Faculty Accomplishments of Note:
     - Brandy Brown will be making several presentations at the University of New Mexico Mentoring Conference.
     - Chris Johnson received the President’s Lifetime Achievement Award by the Corporation for National and Community Service. He also made two presentations at ISTE 2017.
     - Sandra Moore had a lab she developed for her lab selected to be part of the National Cybersecurity Curriculum. She is also working with the International Consortium of Minority Cybersecurity Professionals to provide new opportunities for our students locally.
     - Clyne Namuo, has joined the Organizational Leadership as an adjunct instructor. He’s currently teaching LDRV 302, the Leadership Function. He teaches full-time for Cochise College.
     - Romi Whitman and Brandy Brown will be presenting at the upcoming University of New Mexico Mentoring Conference. They will present a paper on, “Online mentoring as a safety net - onboarding the leaders of tomorrow.”
     - Open Floor Please tell us about your accomplishments this month.

COMMITTEE & LEADERSHIP REPORTS: 10:15 to 10:50

There will be a hard stop to this portion of the meeting at 10:50. At the hard stop, the item currently under discussion will be allowed to finish and the remaining items will be taken up after the business portion of the meeting and before “New Business” is considered, following the original order.

2. Approval of the Minutes (Chris Johnson):
   - The minutes from last month were distributed on the Forum listserv.

3. Updates from the President-Elect (Kyle DeRoberto):
   - President-Elect DeRoberto will update members of the Forum on issues TBA and take questions.

4. Curriculum Committee Report (Rick Orozco):
   - The Committee Last Met on: August 23
   - Next Meeting Date, Time & Place: TBA
c. **Meeting Record** → The Curriculum Committee’s report is below.

5. **Personnel Committee Report (Ada Parra):**
   a. The Committee Last Met on (date): April 5.
   b. Next Meeting Date, Time & Place: TBA.
   c. **Discussion Item For Approval** → Review and approve Personnel Committee recommendations (See Below: *Suggestions for All Parties Involved in Annual Evaluations*).

6. **Technology Committee Report (Aaron Tesch):**
   a. The Committee Last Met on (date): April 5.
   b. Next Meeting Date, Time & Place: TBA.
   c. **Meeting Record** → No report at this time.

7. **9. UA Undergraduate Council Representative’s Report (Todd Lutes):**
   a. No Meeting was held over the summer.

8. **UA Graduate Council Representative’s Report (Rick Orozco):**
   a. No meeting was held over the summer.

9. **Associate Dean’s Report (Barbara Citera):**
   a. Associate Dean Citera will update members of the Forum on current academic business and take questions.

10. **Interim Dean’s Report (Melody Buckner):**
    a. Interim Dean Buckner will update members of the Forum on current academic business and take questions.

**FORUM BUSINESS: 10:50 to 11:10**

11. **U South Foundation Funding for Fall 17**
    a. Requests for funding is now open at http://tinyurl.com/USouthFoundationF17

12. **2018 Student Showcase (Sandy Moore):**
    o The 2017 Student Showcase will be held toward the end of the spring semester.

13. **2017 Faculty Forum Elections (Chris Johnson):**
    a. Results of the Spring 2017 Faculty Forum elections.

14. **Faculty Forum President’s Report and Q&A (Chris Johnson):**
    a. The UA South’s Interim Executive Leadership Team (IELT) meets Thursdays at 10:00 am.
    b. Ryan Straight – Faculty Fellow
    c. Dean’s attendance for all of Forum
    d. Something relating to Forum business on your mind? The President’s Q&A is the perfect chance to ask.

15. **Faculty Representative for NSF/HSI Conference**
    a. We need a person to represent the faculty in the planning meeting.

**NEW BUSINESS: 11:10 to 11:20**

16. **New Business (Chris Johnson):**
    a. New business items may be raised for consideration by the Forum at this time.

**A BITE OF PD: 11:20 to 12:00**

17. **Introduction to Backward Learning Design, also known as Understanding by Design (UbD), (Martin Versluis):**
CLOSING BUSINESS:

18. Adjournment (Chris Johnson):
   a. The meeting will adjourn no later than 12:00 PM. Items not considered by 12:00 must wait either until the next regular Faculty Forum meeting or until an additional special meeting is called.

Curriculum Committee Report
8/23/17

Action Items

NETV 498 – Course modification to include language consistent with engaged learning. (passed)
Network Administration subplan name change to Network Operations. (passed)
CYBV 498 – Course modification to include language consistent with engaged learning. (passed)
GPSV 498 - Course modification to include language consistent with engaged learning. (passed)
CYBV 399, CYBV 399H, CYBV 499, CYBV 499H – Recommendation to add as new courses. (passed – Recommendation to account for 7.5 week course availability).
INFV 361 – Recommendation to add as new course. (passed)

Suggestions for All Parties Involved in Annual Evaluations

Academic Affairs
1. Continue sending Personnel Committee documentation for course releases.

Dean’s Office
1. Provide documentation to Personnel Committee for workload changes for years under evaluation,
2. Employ official mentoring procedures for all faculty members.

Faculty
1. Provide more reflective and in-depth narratives in teaching, research and service areas using annual review criteria and example narratives provided by the Personnel Committee. Please do not include student comments and do not exceed 3-5 page limit. The narrative should be uploaded in UA Vitae as a separate document rather than copying and pasting in UA Vitae.
2. Make sure to review sample narrative examples before starting your submission,
3. Continue uploading your course release and workload change letters in UA Vitae,
4. CV format should align with UofA P&T CV format (especially for those who are on tenure- track or tenured),
5. Improve response rate to the TCEs by following some of following suggestions: http://tce.arizona.edu/content/improving-your-tce-student-response-rates-overview,
6. Consider peer evaluations of teaching for low enrollment courses,

7. Pay close attention to the ‘recommendations’ section of your annual review as that section includes customized suggestions for improvement by the Personnel Committee,

8. Personnel Committee doesn’t evaluate administrative workload. However, documentation is needed as what the faculty is assigned to do for administrative duties,

9. Continue providing ‘goals’ for each section of workload statement using a clear, complete and succinct language,

**Personnel Committee**

1. Provide a presentation every January in Faculty Forum to answer questions about annual evaluations and UA Vitae, 15-20 min,
-Provide up to date narrative examples and annual review criteria for faculty no later than mid-January every year.