

UFO Board Meeting Agenda (Feb 29<sup>th</sup> 2016 at 1:30 pm) (Minutes in RED)

In attendance:

Heather Butler, Fynn Prager, Ellen Junn, Hannah Nguyen, Brant Burkey, Keisha Paxton, Bin Tang, Rui Sun.

Provost Junn made the following comments:

Would like Website up and running by spring break. And give presentation to Dean's meeting (meet Tuesdays 2:30-5:00 pm) by week before Spring Break. Also a possible presentation to the President's Cabinet (Monday 9.30-noon) thereafter. Provost would like PowerPoint slides with descriptions of our events and pictures from the events.

Flyers for events. Payman should work with Donna Cruz (i.e. double check) to ensure that flyers are compliant with ADA. There are easy ways to fix if not.

Before we invite people to be on panel – should check with Keisha, Claire, or Ellen (for various good reasons). And not to have competing events across campus.

Provost would like to have conversations with faculty – especially junior faculty – on student success, and what that means. 4 year graduation-rate is new focus of the State Governor. CSUDH is the lowest at only 6%! PhDs are not always taught how to teach – especially in ways that are appealing to the student body here at CSUDH. Untenured faculty are judged on PTEs – but these are not “learning” of students. How can we change the culture? [E.g. HIPs, through FDC/Keisha Paxton]. How can we better prepare our students to enter the workforce? [E.g. career-path thinking; Stanford has a “design your life” course]. How can we tailor this for each discipline, and for 1<sup>st</sup> generation students in particular? How can CSUDH better support untenured faculty as teachers in doing this? Maybe organize/host a UFO workshop? Maybe shortly after Spring Break? “Conversation Hour” “What does student success mean? What is the faculty's role?” Open up to all faculty.

Heather Butler (President) discussed the following with Provost Junn: UFO would like to apply for the National Center for Faculty Development and Diversity “institutional membership”, which is \$20k. Maybe CSU system has a membership?

- Old Business

- Report/Feedback on Binder Party

- Rui and Hannah both attended. About 20 attended – maybe more should volunteer next time?

- Forgot to take photos or do sign in sheet. Maybe Historian should make sure that someone takes photos?

- Meg and Rui both discussed the different elements of the RTP process.

- Maybe a reflection/evaluation for each event? Both at the event and 2 weeks later?

- Hannah developed a check-list/tool-kit for each event, e.g.:

- Title, date, presenters

Sign in sheet (name, rank, department)

Photos!

Fynn (Secretary) will take on the management of event information – for any event, please email Fynn (and CC Heather Butler, President) any information following the event.

And anything that we want to communicate to public should be sent to Brant (webmaster) and CC Heather Butler (President)

**Commented [HB1]:** Event management is the primary task of VP. If you want to do it, please change information in New Business regarding me taking it over. If you don't want to do it, then I would delete this.

- We have a Blackboard organization site
- New Business
  - UFO VP resigned – Heather has volunteered to fill the position until the election is held in April/May
  - Event Planning Reminders: Sign-in sheet and pictures needed
  - Upcoming March Events:
    - **Teaching Strategies & Techniques** - Feb 29<sup>th</sup> from 2:30-4:00 pm in FDC
    - **Diversity and Inclusive Teaching**- March 3<sup>rd</sup> from 12-1pm in FDC
    - **Happy Hour** - March 3<sup>rd</sup> at 5 pm (El Pescador Bar and Grill)
    - Deposit for the LA Galaxy Event (on April 23<sup>rd</sup>) **Due March 5<sup>th</sup>**(Note: \$15 deposit plus an additional \$9-\$16 due later based on the number of attendees).
    - **Issues Facing Our Students: Information Insight, and Resources for Faculty** – March 14<sup>th</sup>
    - **CSU Internal and External Grant Opportunities Workshop** March 18<sup>th</sup> from 12:30-2:00 pm in FDC
- Heather Butler will send out a doodle poll for next meeting in March.