

Faculty Center Advisory Board Meeting Minutes – Nov 7, 2024

Present:

Kevin Yee	Sean Mondesire	Larry Jaffe
Michelle Holm	Emily Franklin	Karen Haslett
Donald Merritt	Danny Seigler	Patricia Farless
Camilla Ambivero	Erica Hoyt	Adam Meyer
Midya Parto	Widaad Zaman	

Meeting notes:

- **Feedback on Talum System:** Kevin initiated the meeting by asking for feedback on the Talum system's layout, user interface, and usability. Erica suggested including the number of outlets and plugs for student computers in classrooms. Donald noted that this information would require a manual count and verification of functionality, which may take a very long time.
- **New College of Nursing Building Support:** Erica inquired about the inclusion of instructional spaces in the new building at Lake Nona. Donald confirmed that the information would be added to the database once the spaces become active. Kevin clarified that Ryan Retherford and his team would support the new College of Nursing Building.
- **Resolution Drafting:** Kevin acknowledged that he forgot to draft a resolution regarding the centralization of emergency planning. He committed to completing this task over the weekend.
- **Simple Syllabus Feedback:** Kevin discussed the feedback collected from the Qualtrics survey on the simple syllabus. The survey revealed various issues, including dissatisfaction with the product, training, and the need for personalization. Erica and Patricia emphasized the importance of addressing these concerns.
- **Accessibility of Simple Syllabus:** Karen raised concerns about the accessibility of the simple syllabus, mentioning that it was discussed in a recent meeting. Adam confirmed that initial tests showed the PDF format was not accessible, and further testing was needed.
- **Faculty Feedback on Simple Syllabus:** Kevin asked the group whether to summarize the faculty feedback or send it as is. Erica and Widaad suggested categorizing the feedback into themes such as safety, usability, and BluePrint issues while keeping the comments intact.
 - **Implementation Plan:** Kevin agreed to categorize the feedback, create columns, and color-code the comments to make them more user-friendly for the recipients.
 - **Distribution Plan:** Kevin discussed the distribution plan, deciding to send the categorized feedback to Steve King, the Chair of the Senate, who would then decide how/whether to share it with Tim Letzring's office and CDL.
- **Civil Discourse Initiatives:** Kevin discussed the ongoing civil discourse initiatives, including workshops and student-facing activities. Daniel praised a recent workshop by Haley and suggested adding short videos for classes. Kevin agreed to explore this idea further.

- **SPI Questions Review:** Kevin explained that an ad hoc group is currently reviewing the SPI questions, and their work overlaps with the committee's previous efforts. Erica suggested clarifying the committee's role to avoid duplicating efforts.
- **Knighted Faculty Program:** Kevin provided an update on the Knighted Faculty Program, mentioning the changes made to the program and the positive feedback received. Widaad and Daniel shared their experiences and emphasized the program's benefits, even without a stipend.
 - **Program Name:** Kevin mentioned that some participants had asked why they couldn't call the program Knighted Faculty on their annual reports, and the office was considering renaming it back to Knighted Faculty Program.

Follow-up tasks:

- **Resolution Drafting:** Draft a simple resolution regarding the centralization of emergency planning and share it with the team for review before the next meeting. (Kevin)
- **Survey Feedback Categorization:** Categorize the faculty feedback from the Qualtrics survey into themes such as safety, usability, and blueprint issues, and color code the comments accordingly. (Kevin)
- **Survey Feedback Forwarding:** Forward the categorized faculty feedback to Steve King, Chair of the Faculty Senate, for further action. (Kevin)
- **Syllabus Tool Issue:** Communicate the committee's concerns about the syllabus tool's usability (specifically, the desire to have the old Syllabus tool turned off by default) and the need for a solution to the CDL admin team. (Emily)
- **Accessibility Testing Follow-Up:** Follow up with Adam to get more information on the accessibility issues found in the simple syllabus tool and include this in the feedback report. (Kevin)
- **Civil Discourse Resources:** Check Haley's website for existing civil discourse resources and consider linking faculty to these resources. (Kevin)