**FIRST DEPARTMENT MEETING AGENDA ITEMS**

**August 16, 2023 U-109**

**2:00 - 4:00**

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| **Faculty Member** | **Present** | **Absent** | **Excused** |
| Anna Ciamparella | **X** |  |  |
| Michael DeMoran | **X** |  |  |
| Monique Harrington | **X** |  |  |
| Monica Krupinski | **X** |  |  |
| David Luther | x |  |  |
| Mike McGowan | **X** |  |  |
| Myriam  Mompoint | **X** |  |  |
| Elijah Pritchett | **X** |  |  |
| Les Sutter | X |  |  |
|  |  |  |  |

1. Thank you to Mike McGowan who has graciously agreed to continue to serve as our notetaker for the minutes.
2. Agreed to meet via Zoom for monthly department meetings instead of ground

 **Second Friday 2:00 - 4:00**

Zoom link:

https://fsw.zoom.us/j/86459560020

1. Welcome to our new full-time faculty!
	1. Anna Ciamparella
	2. Michael DeMoran
2. Flex classes–pay special attention to the Final Exam schedule
3. Committee created for Monica Krupinski’s Initial Granting of continuing contract. Drs. Mompoint and McGowan internal and Prof. Terri Housley, external.
4. Simple Syllabus
	1. FYI, revisions and changes must be re-approved
	2. Students can’t see the syllabus until it has been approved
	3. “Public” settings–some elements in syllabi are required to remain public
5. We reviewed changes to Friday standing meetings, many of which have new times
6. No Departmental Pre- and Post-Tests this Fall because of changes in requirements for Gen Ed courses
7. Office hours–consult CNA/also attached. We can still combine online and ground, depending on the number of ground courses taught
8. Additional days of note on our class schedules:

9/4 Labor Day (FSW closed)

9/5 Study Day (FSW open, no classes)

11/10 Veterans Day (Fri observed, FSW closed)

11/22 Study Day (Wed before Thanksgiving)

1. Welcome Aboard tables–any other volunteers?

Anna and Myriam have volunteered already

Aug 29 and Aug 30 11 am to 1 pm

 Tues 8/29 Lee and Hendry Glades

 Wed 8/30 Collier and Charlotte

1. Chat GPT / AI—we looked at Scott Ortolano’s wording but have also agreed to continue ongoing departmental discussions on the topic. Maybe share resources and ideas on a Canvas page? TBD.