

Minutes

Faculty Handbook Committee Regular Meeting

Date: 1/25/17 12-1PM

Location: V104

- I. Call to order:
Call to order at 12:06. Present: Shelley Gaskin, Kathryn McGuire, Shelagh Rose, Cristina Salazar.
Guests: Alex Boeklehide, Michael Ihrig, Gilbert Rivera, Davina Garcia (Strategic Communications and Marketing)

- II. Public Comment:
No public comments

- III. Discussion of the Organizational Structure for the Handbook

The Handbook will be renamed "Faculty Guide" and will reside on the PCC website on the Faculty and Staff Page. It will be an interactive webpage with links. Michael will provide access to the web style guide as a model for how to organize the various sections of the Guide. In addition, we will develop 2 physical artifacts to hand to new faculty: a brief reference to specific components of the online guide (bookmark) and an "Equity Guide" that includes a welcome and best practices for welcoming students, syllabus, canvas course, and culturally responsive teaching practices. We will reach out to find out about creating a welcome video to include in the guide and will investigate other possible videos to include.

- IV. Update on Input from Contributing Areas

Shelagh has received draft language from Psychological Services, DSP&S, the Health Center and the VRC. She is communicating with Arkova from the Student Success Center and Myriam from Counseling.

- V. Update on Assigned Tasks

- - Shelley: working on content for Intro to PCC section
 - Kathryn: working on content for New Faculty Survival Guide section and organizational revisions; updated the TOC
 - Shelagh: will follow up with research office and police, success centers and counseling
 - Cristina: working on content for Teaching and Learning at PCC: Best Practices

- i. Final draft is ready by the following meeting on Oct 17th

VI. Adjourn

Meeting adjourned at 1:05. Next meeting is scheduled on February 1st , 2017