

1a) CETL – There are a number of conversations happening around the relationship between CETL and TLRC, and what CETL has planned for the near term. If you haven't already had a conversation with Cris Notaro and Thomas Rico I'm sure that will happen early in the semester.

**1) TLRC Budget:** Requesting a meeting with Duncan to discuss the Annual budget. [Attached are two budgets-- one from 2018-2019 and one from 2019-2020 \(the 2018-19 one is a spreadsheet you can modify\)](#). Typically, you write the budget and then request a meeting with the Provost in August. I met with Duncan briefly in mid-August, and he basically said there was no budget in Fall 2020. We didn't review for Spring but again without in-person events the budget evaporated. This is probably something that has to be pulled back by the committee. Fortunately, it is in the bylaws so if there is an issue going through the Senate/EC might help.

#### *Summary for budget*

A) Grab the 2020-2021 TLRC budget .xlsx (attached) and update it with the items you would like to keep (Spring roundtable? and Lightning conference?)

at: <https://sunyoldwestbury.catertrax.com/> here you will be able to see the prices for all the food items)

B) Send it to Duncan and request a meeting to discuss it.

C) He'll come back with your improved budget.

THIS PART OF THE E-MAIL FOLLOWS ALONG WITH JILL'S CALENDAR, dates should be updated as needed.

## **2) Decide what date you want the NFO.**

The NFO is usually on a Faculty Senate day which makes it real clear what date it should be but this is more flexible with remote meeting. The second senate meeting can work as it is usually deep enough into the semester where the new faculty can have a deep breath and take stock of where they are. The only reason we had it a faculty senate day was because people were on campus that day so they could mix with the new faculty previously. I just picked a date last year.

### **(one way to do the NFO Logistics aside)**

#### Roundtables:

1) Put every organization in a breakout room – This sort of worked, but for some reason none of my preset assignments functioned so I ended up having to do it manually. I

recommend having TLRC members all be co-hosts so that they have this power as well.

2) Have a small group of new faculty (1-2) visit each breakout room for 3 minutes each (we have 22-23 organizations, 18 organizations came last year-- this will be 54 minutes!) and hear their elevator talk – This didn't work that well since it was hard to get them to move between rooms and only a few individuals saw the 'remote room' of any one organization. It is helpful to know the organizations exist, but there is probably a better way.

3) Once they have visited all the breakout rooms, I believe they have the power to then navigate back to any of the breakout rooms allowing them to double back to talk to certain organizations for a more indepth discussion, maybe leave 15-20 minutes for this. – We sort of ended with the breakout rooms as people left so this part didn't happen. I did say a final word.

For this mixer idea, the virtual room was too large for this to work as planned unfortunately as the dynamics of virtual space make it hard to have a conversation. When we held the event in-person we did an arbitrary drawing to pair people up, that might work better. I've left it here in case you have another idea of how to make it function.

Mixer:

- 1) Have older faculty who want to come sign up to welcome new faculty
- 2) Put the elder faculty in breakout rooms (2-3 in a room).
- 3) Push the junior faculty into breakout rooms with senior faculty for 5 minute stints (like speed dating)

**3) Email Jacob Heller and find out who the new faculty are and then email the New Faculty a Save the Date (you can be like "More information to follow" but make sure they have it on their calendar.** There is an example included in the New Faculty Orientation -> example e-mail folder.

**4) Decide who the speakers are and Invite them**

We had Mandy Frisken, Claudia Marin-Andrade and Chandra which worked well. Anyone who is a good speaker and knows OW well could also be a good fit (suggested to me were Carol Quirke, Tom Delgiudice, Diana Sukhram etc. Let me know if you would like to see examples of this one and I can share.

**5) Send out the Emails to organizations asking them to attend (template is in the shared folder).**

Attached is the "2020 NFO folks to email" spreadsheet (that I updated from Ashok that has been rolling for some years) You could split this up among people on TLRC assuming everyone knows what's going on-- delegate organizations out to people so each one has to email 5 organizations. I ended up e-mailing them all which did make it easy to know who had responded. There is an example included in the New Faculty Orientation -> example e-mails folder. **Also solicit any Handouts they want to provide the New Faculty.**

**6) At this point, since you know the new faculty, the speakers, and the organizations, you can create the Zoom Invite and make the flyer. This is also in the New Faculty orientation folder.**

**7) Email the new faculty and the general faculty reminders**

For full faculty I Typically I like to do an early save the date email, followed by a week out email, have it in the current a few days before and then email the night before day of? For the New faculty email them early, and then email them once a week away asking if they have any concerns etc.

**8) Put the handouts together for the new faculty (Located in New Faculty Orientation-> New Faculty documents to share)**

I can't remember how we distributed this information and it may be unnecessary at this point as it doesn't have the same impact as out of the folder. It is nice to receive something and the pens/swag idea might be easier if there is a place on campus the new faculty can receive them.

**After the NFO**

**7) Email thank you's to the speakers and Organizations**

**8) Scheduling a roundtable – Pick a topic, pick a date, make a zoom link**

Reading the [bylaws](#) (page 28) can also help as the TLRC can be a pretty flexible organization

I'm happy to help with any questions. The Senate Chair and total EC are also excellent resources for general TLRC elements.