Towson University Retired Faculty Association (TURFA) Executive Committee Meeting

Minutes - March 17, 2017 - Enrollment Services 207

Attending: Annette Chappell, Martha Siegel, Don Forester, Ron Matlon, Fran Bond, Peg Benner, Florence Newman, David Larkin, Ellie Hofstetter, Joe Topping, Hillary Giddings

Absent: Ray Castaldi, Mary T. Casterline

Meeting called to order by President Chappell at 10:05 a.m.

"Coffee with..." Session

- The "coffee with..." session today was with guests from the Special Collection and University Archives office (Ashley Todd-Diaz) as well as the Department of Electronic Media and Film (Professor John Turner) to discuss the possibility of creating an oral history utilizing TURFA members. Interviewees would be retired faculty and librarians from Towson University.

- **Cook Library Archives:** They are interested in this project. Content DM could be used for storing video interviews. The videos could be hosted on the Library's website. A permissions agreement and perhaps copyright is needed for the videos. Ashley will check on this with the copyright person in the Library, Rick Davis.

- **Electronic Media and Film:** A student (or students) would be used to record and edit. Video is preferred over audio. John will put together a proposed job description for the student(s). Directed study and/or a small stipend would be expected. For 3 credits, a student would do 120 hours of work in a semester. A faculty member in EMF would be the student's supervisor. (John later found out that that Directed Study is unlikely since faculty are no longer paid for supervising those students. Therefore, a monetary incentive is probably the way to go.) Advertising for the position(s) could be placed on the EMF Google listserv. If the TV Studio in the Media Center is used, a camera person, a control board person, and perhaps one other person are needed. If the recording was done elsewhere, only a camera person is needed. Editing could be done in EMF facilities.

- **Oversight:** TURFA President Annette Chappell will put together an oral history oversight committee to work on this project.

- **Funding:** TURFA might try to get a grant to help underwrite this project. Perhaps TURFA could go to each College (different ones each semester) to get support.

- **Space:** John will check on the ability to use the TV Studio in the Media Center. (Note: John later found out that the use of the TV Studio is not possible.) The TURFA Office could also be used although it seems too far out of the way. The Towson Room in the Library's Archives collection might be the ideal place to conduct the interviews.

- **Interviews:** The TURFA Oral History Oversight Committee will arrange for interviewers and interviewees. A goal is to ideally have the interviewer and interviewee be from the same College. It was thought that the first interviews could come from FCSM. Interviewers would remain off-camera. Graphics would precede each interview along with some commentary.
Graphics might also be inserted during the editing process. The TURFA Writing Group might help draft questions. All interviewers would agree to a set of agreed-upon common questions, but could then go beyond those questions to some tailor-made ones for each interviewee. The final length of each interview should be 20-30 minutes after editing. Interviewing should begin in the Fall 2017. Approximately four interviews should be arranged per semester.

The minutes from the February 15, 2017 Executive Committee meeting were approved as amended.

TURFA Space Report

- A sub-committee composed of David Larkin, Ray Castaldi and Don Forester presented the following report. The following recommendations are offered:
  1. All TURFA members should have access to the facility.
  2. A TURFA member must request access to the TURFA facility. Their TUID# will then be added to those which open the main door to the facility.
  3. The TURFA facility may be used by the TURFA members for any TURFA related event or activity.
  4. The Computer Lab. and coffee lounge is available to all TURFA members at any time when the building is open (7am-7pm M-F and 8am-5pm Saturday).
  5. Events using the conference room should be scheduled. If there is no event scheduled in the conference room then it can be used by any TURFA member. If a TURFA member wished to schedule the use of the conference room they would call a designated person in the Provost’s office. That person would then schedule the conference room and post that schedule on the calendar on the TURFA web page so all TURFA members could see when the conference room was or was not available. The Share Point site that has a calendar function can be viewed at: https://tu.sharepoint.com/sites/turetiredfaculty/SitePages/Home.aspx.
  6. A coffee maker and supplies should be purchased for the facility.
- The sub-committee was divided on the question of having a work studies student and recommends the Executive Committee discuss this as a whole.
- Fran Bond will report back to us about the possibility of securing archival Towson University material for the bookshelf in the TURFA Center lounge.
- The sub-committee will report back to the full Executive Committee in six months about space issues and usage.

Ribbon-Cutting Ceremony

- It will take place at the TURFA Center (ES207) on Monday April 17 from 3:00-4:30 p.m.
- Invitations are soon being mailed by Hillary Giddings.
- TU President Schatzel, Provost Chandler and Vice-Provost Reitz will attend.
- A photographer will be present to record the event.
Spring 2017 Event

- It will take place June 20 from 10:00 a.m. - 1:00 p.m.
- President Schatzel cannot attend.
- Guest speakers will be invited after we discuss this matter at the next Executive Committee meeting.

The next meeting will be Friday, April 21 at 2:00 p.m. It will be in Enrollment Services 207.

Meeting adjourned at 12:05 p.m.

Submitted by Ron Matlon, TURFA Secretary