



San Juan College
Adjunct Faculty Services
Office of Learning

MEETING MINUTES
Adjunct Faculty Advisory Council
Wednesday, August 6, 2008
3:00pm-5:00pm
Room 1A – Educational Services Building

Attendance: Alyssa Brown, Michael Clark, Sharon Curtin, Georgia Cortez Neil Fisher, Debby Sawyer
Al Buyok, Yvette Begay (Administrative Assistant)

Absent: Liesl Dees, Julia Thom, Karen Acree

Discussion regarding Fall hard schedules – suggested discipline should be listed in alphabetical order. Al will look into and discuss with Linda Baker. Al mentioned that he was going to ask Institutional Research to conduct student focus groups on the on the look and feel of the schedule.

- I. Review & Approval of Meeting Minutes (07-02-2008) Committee Members
 - a. AFAC Members approved the minutes as distributed.

- II. Final Details of Orientation, Resource Fair and Welcome Committee Members
 - a. When Orientation for New Adjunct Faculty concludes, an AFAC member; Alyssa Brown will welcome and walk New AF to the Resource Fair.
 - b. Agreed that one or more of the AFAC members would speak during the All Adjunct Faculty Orientation - Georgia Cortez and Debby Sawyer.
 - c. Yvette will set meeting with Al, Georgia and Debbie for August 18th or 19th.
 - d. Neil Fischer agreed to staff the table at the Resource Fair. Others are encouraged to assist.

- III. Review/Feedback/Approve Adjunct Faculty Services Brochure Committee Members
 - a. Under web site page: list the *“following can be found”*
 - b. Change “phones” to read: *voice mail set up*
 - c. Suggested *moving Spring Events to one column.*
 - d. Letter part change to bulleted points.
 - e. Goals for *who? When? Where and how?* Change to *Adjunct Faculty Services Goals.*

- IV. Review/Approval Adjunct Faculty Committee Members
 - a. Al needs to work with Deans to identify 4 or 5 departments/discipline representatives.

- V. Review/Feedback – Adjunct Boot Camp Program Committee Members
 - a. Al needs to split up schedules for the two cohorts offered each year.

- VI. Items of Discussion from Advisory Council Members Committee Members
 - a. Agreed on the idea of a business card with all AFAC members’ names and email addresses.

- VII. Update on Previous Suggestions from AFAC Members Al/Committee Members
 - a. Course Waiver Bank
 - Move forward - take to executive committee
 - b. Would be nice also if the spouse would be included too

- VIII. Discuss name change from Adjunct Faculty Advisory Council Al/Committee Members



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- Adjunct Faculty Advisory Commission was suggested by AI.
- a. Advisory Councils are to be made up from industry partners outside of the college
- b. Agreed to the new name Adjunct Faculty Advisory Committee - “Committee sounds more approachable”

IX. Set Fall Meeting Dates/Times

Yvette/Committee Members

- a. Tuesdays at 3:00pm – no particular week
- b. Get with Julia Thom check if time will work

X. Set Next Meeting

AI/Committee Members

- September 9, 2008
- Every second Tuesday except for December.