



Office for Learning
Adjunct Faculty Services

<p style="text-align: center;">MINUTES Adjunct Faculty Advisory Committee Tuesday, December 9, 2008 3:00pm-5:00pm Room 2C – Educational Services Building</p>

Attendees:	Karen Acree, Alyssa Brown, Michael Clark, Sharon Curtin, Liesl Dees, Neil Fischer, Debby Sawyer, Jason Wentz, Al Buyok Yvette Begay (Administrative Assistant)
Guests:	Laura Kerr, Center for Teaching Excellence (CTX) Liaison
Absent:	Georgia Cortez

- I. Review & Approval of Meeting Minutes (10-14-2008) Committee Members
 - AFAC Members approved the minutes as distributed.

- II. Review Learning Symposium Evaluation - *Attached* Al/Committee Members
 - Focus on what could be changed.
 - a. Eliminate suggestions: no east/west campus symposiums
 - b. Don't have during work week
 - c. Narrow the sessions a little bit.
 - Change some of the titles of the classes so that they are geared to discipline/school specific.
 - a. Maybe look at larger disciplines, which have larger schools, and more adjuncts, and then gear towards them.
 - All members in agreement: Learning Symposium's location will be the Zia Conference room

- III. Orientation for New Adjunct Faculty Agenda - *Attached* Al/Committee Members
 - Should the Orientation for New Adjunct Faculty be separated from the Orientation?
 - a. On the spring 2009 Evaluation we'll ask for feedback to determine whether to separate the Orientation for NEW Adjunct Faculty from the Orientation or to keep them together.
 - Should we incorporate the AFAC group in the New AF Orientation?
 - a. Ready to just 'jump into the fire' or rather wait?
 - Members agree that it is better to have Al cover the information and have an AFAC member do more of a welcome, that way what is needed to be covered is covered.
 - We just really want to give handouts and point them in the right direction.
 - An Adjunct Faculty Handbook will be given out during the Orientation for NEW AF
 - a. Members feel the handbook is useful even though some of the information is outdated.
 - b. Some of the items can be changed electronically.
 - Spring Adjunct Faculty Reception, Welcome and Orientation Agenda *Attached*
 - a. Discussed whether the Reception should last 45minutes.
 - b. Really just a chance for AF to meet with their schools and then the meetings after.
 - c. Alyssa agreed to play background piano music.



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- d. Each school will have a table for contracts in the hallway.
- e. Attach the forms (voicemail set up directions, ID Cards, etc.) to the contracts
- f. Ask Student Activities if we could use costumes from the Oxfam banquet to give the area a happy hour/relaxing appeal.

- CTX Liaison: Outcome of Al and Laura's Discussion Al/Committee Members
- Laura will be joining our group when she can otherwise just keep her informed.
 - a. Serve as the liaison between CTX and the AFAC.
 - b. Al and Laura had met about how the CTX and AFAC can connect.
 - c. Laura also works to some degree, with other professional development organizations on campus.
 - d. Create more connections if possible between AFAC, Learning Academy and FT Faculty.
- The number of AF who uses the CTX as work space has really grown.
- The CTX will have a new location by late January, near the old library.

IV. Review/Feedback – Adjunct Boot Camp Program Al/Committee Members

- Fall Cohort Program - *Attached*
- Spring Cohort Program - *Attached*
- Implementation Date – Fall 2009 semester (pending funding approval)

V. Mentoring Program Subcommittee Update Al/Committee Members

- First Meeting held Wednesday, December 3, 08
 - a. We had a good start and took a while to get together and get organized.
 - b. Different perspectives that lead to some good discussions.
 - c. The subcommittee agreed to use the Humanities program as a starting point.
 - d. Al will create a beginning draft of the Mentoring Program guidelines so the committee can review and suggest additions and modifications.

VI. Next Steps-Rank & Promotion Initiative - *Attached* Al/Committee Members

- Still on back burner and intend to get too soon.
- May not be any monetary value in place, initially, due to budget constraints, but we could add some title steps.

VII. Adjunct Faculty Services Brochure Review - *Attached* Committee Members

- Corrections/Ideas?
 - a. Knowledge bowl – AF vs. Ft Faculty and/or students (future activity)
 - b. A statement or purpose for the AFAC brochure.
 - c. Majority of the members liked the overall wording.
 - d. Last page useful or not? Yes.
 - e. Possibly add anticipated meeting dates to the bottom right
 - f. Members in agreement to list AFAC meetings, since they are open for attendance



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- VIII. Adjunct Faculty Tuition Waiver Update - *Attached* Al/Committee Members
- New form received
 - Members recognized that the form did not indicate the number of credit hours they are eligible to receive.
 - Al will provide information to Human Resources for a decision
 - Waiver will be emailed to all Adjunct Faculty.
 - If you did not benefit that semester then Human Resources will issue a waiver for up to one year.
 - Members- if you use the new waiver form soon let Al know if it doesn't seem to work smoothly.
- IX. Items of Discussion from Advisory Council Members Committee Members
- New Items
 - a. Email/Inquiry - Learning Symposium held on days other than Saturday?
Attached
 1. Al doing research on how to better accommodate that.
 2. Fridays won't work
 - b. Member inquired about updated SJC Directory's (hard copy)
 1. Al will ask Linda Baker
 - c. How many hours is AF allowed to teach?
 1. What if we sign a waiver-we don't care about benefits?
 - d. During Orientation – good idea to announce that all AF need to check their school email.
 - Previous Items
 - a. Jason's question: ratio of AF teaching during day v. evening
 1. Al is still working on this.
 - b. Time allotted-changing from audit to credit
 - c. Nurse on campus.
- X. Next Meeting – What days/times will work for spring semester? Committee Members
- Karen & Debby - Can meet: Tuesdays and Thursdays
 - Sharon - Monday-Thurs teaches at 4:00pm
 - Neil – Monday thru Friday after 3:00pm
 - Jason/Michael will email their spring schedules.