



San Juan College
Adjunct Faculty Services
Office of Learning

MEETING MINUTES
Adjunct Faculty Advisory Committee
Tuesday, September 9, 2008
3:00pm-5:00pm
Room 2C – Educational Services Building

Members in attendance:	Alyssa Brown, Georgia Cortez, Sharon Curtin, Liesl Dees, Neil Fischer, Debby Sawyer Al Buyok, Yvette Begay (Admin. Asst.)
Members absent:	Michael Clark

I. Review & Approval of Meeting Minutes (08-06-2008) Committee Members

- AFAC Members approved the minutes as distributed.

II. Thank You-AFAC Members-Adjunct Faculty Orientation Evening Al

- Al thanked the AFAC members for their help with the New Orientation for Adjunct Faculty and the Adjunct Faculty Resource Fair and Welcome.

III. Evaluation/Discussion of Orientation for New Adjunct Faculty Al/Committee Members
 The Adjunct Advisory Committee Reviewed the:

- Evaluation Form Summary (*Attached*).
- Discussion-AFAC Members in Attendance
 - a. Many seasoned instructors attended; deans too
 - b. Attendees felt that the information would be an extra help also
 - c. New information/good questions
 - d. Possibly have earlier - date (at least two weeks earlier?)
 - e. Links to adjunct website, standardized packets that might include:
 1. Free coffee coupon
 2. Student handbook
 3. Academic Catalog
 4. Academic Calendar
 5. Handout on technology resources – Mike McDonald
 6. Student Success Center
 7. Specific Times for Math/Science
 8. Breakout segments
 9. Dress code –practice?
- For Next Meeting – AFAC will review the evaluation, and provide recommendations for spring semester Orientation for New Adjunct Faculty. There was discussion about including some lead instructors and adjunct faculty as “presenters,” the next time.
- Discussion on attendance policy – for safety reasons.
- Plan to have Orientation for New Adjunct Faculty again in spring semester.



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- IV. Evaluation/Discussion of Resource Fair and Welcome Committee Members
- Evaluation Form-Adjunct Faculty
 - a. Did not disseminate at Resource Fair
 - b. Sent out via email following event
 - Evaluation Form-Vendors
 - a. Three forms returned
 - Discussion-AFAC Members in Attendance
 - a. More resource vendors (service providers) than in the past
 - b. Fifteen fewer participants this year than in the past (Resource Fair)
 - c. Academic calendar seemed too repetitive
 - d. What's offered during Orientation for New Adjunct Faculty should not be duplicated in resource fair
 - e. Returning Adjunct Faculty could be a spring celebration
 - f. Major Issue topic - 5 minutes, similar to what Gary Golden used to do.
 - g. State of college address (abbreviated)
 - h. Did participants have time to visit each table?
 - i. Resource Fair in spring too? Check numbers and see how many new each fall/spring
 - j. Set up differently – school administrative assistants in lobby area
 - k. Signs (names) of each school should better identifiable
 - Spring Reception and Welcome:
 - a. Offer the Orientation for New Adjunct faculty again
 - b. Schedule in a room nearer to conference rooms
 - c. Packet idea – on single table w/all information from fall vendors or include with Orientation for New Adjunct Faculty
 - d. Video (Similar to Full Time Faculty/Staff Convocation)
 - e. More Substance
 - f. Teaser for Learning Symposium
 - g. AI will prepare a draft for the next meeting
- V. Disseminate Final Adjunct Faculty Services Brochure Committee Members
- Process for Updating-Only printed a few
 - What else shall we add/change
 - Discuss during the next meeting
- VI. Review/Approval Adjunct Faculty Member Mentoring Program Subcommittee - *Attached*
- All in agreement to obtain adjunct faculty from Fire Science, English, Health & Physical Education, Mathematics, Arts, Psychology and Music
 - Sharon will represent English
 - Alyssa will represent Health and Physical Education



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|-------|---|----------------------|
| VII. | Review/Feedback – Adjunct Boot Camp Program | Committee Members |
| | <ul style="list-style-type: none">• Fall Cohort Program - <i>Attached</i>• Spring Cohort Program - <i>Attached</i>• Discuss next meeting | |
| VIII. | Next Steps-Rank & Promotion Initiative - <i>Attached</i> | AI/Committee Members |
| | <ul style="list-style-type: none">• Where will we bench mark? New Mexico• AI will possibly include benchmarking of other states. | |
| IX. | Items of Discussion from Advisory Council Members | Committee Members |
| | <ul style="list-style-type: none">• Substitutes for teaching, coming from the budget (email from Seth)• AI will talk with deans as this may be a larger issue• Social security is not being withheld from pay checks?• Number of hours that can be taught by adjunct faculty | |
| X. | Update on Previous Suggestions from AFAC Members | AI/Committee Members |
| | <ul style="list-style-type: none">• Course Waiver Proposal - <i>Attached</i>• There were some questions on the Course Waiver Proposal• Human Resources are working on the forms. | |
| XI. | Next Meeting-Tuesday, October 14 from 3:00 – 5:00 PM | AI/Committee Members |