Meeting Minutes
Academic Senate Adjunct Committee
13 September 2018 1:00pm – 2:00 pm
HSS 261

I. Call to order
Meeting called to order at 1:00 pm

II. Roll Call
Present: Diane Arieff; Marianne Borgardt; Ian Colmer; Tristan Johnson; Ed Mangus;
Catherine Matheson; Michael Calderon-Zaks, Elizabeth Castro, Victoria Charles, Stephen
Druker, Chiquita Emel, Erin Hickey, Tristan Johnson, Oh Mee Lee, Paula Orr
Regrets/Excused: Joelle Adams; Rachel Young

III. Public Comments - none

IV. Co-Chairs’ Business – none

V. Remaining Fall 2018 Committee meeting schedule
Meeting location is HSS 261, with (possible) December meeting details TBD
Thu. Oct. 11, 1-2 pm; Thu. Nov. 8, 1-2 pm; and Thu. Dec. 6, 1-2 pm, if necessary

VI. Review of Committee’s Role (Diane)
A. Academic Senate’s ‘10 + 1’ Responsibilities are matters about which the Senate is
charged with making recommendations, including in the areas of policy and
development. They are listed on the Academic Senate’s web page.
B. Adjunct Committee Scope and Functions
   1. Addresses issues relevant to the professional and academic responsibilities
and objectives of the adjunct faculty.
   2. Serves as a conduit for communication both ways –from Academic Senate
leadership to the adjunct faculty, and from the adjuncts themselves. More
about the Adjunct Committee may be found on our committee’s web page.
   3. In response to questions about the difference between the committee and the
FA, Catherine summarized the FA’s focus and functions and invited attendees
to contact her or FA head Peter Morse with questions.

VII. Review of Fall Flex Day Adjunct 411 Event (Catherine, Marianne, Diane, Ed)
A. 50-60 adjuncts attended. Written evaluations were positive; Joelle and Diane will offer
a summary of the feedback at our next meeting
B. The Adjunct 411 is an evolving event and always open to new ideas and suggestions

VIII. Report on ASCCC Part-Time Faculty Leadership Institute Conference (Tristan)
A. The Aug. 2-4 2018 conference was held in San Francisco. Interested committee
members can access the ASCCC’s official conference program here.
B. Tristan presented his conclusions from the breakout session, “Applying and Interviewing for a Full-Time Position.” He distributed a handout summarizing the session highlights.

IX. **Mentoring Update** (Diane)
With enrollment trends flat, the original initiative has been scaled back. Instead, as previously approved, Diane and Joelle will prepare a brief, ‘Best Practices’ document for mentoring and supporting adjunct faculty to be distributed to chairs and presented to the committee no later than the final fall 2018 meeting.

X. **Goals, Focus, Ideas to Consider / Budget**
(Total budget TBA next meeting)
A. Ongoing discussion to consider hosting a scaled-down Spring Flex Day event, possibly focused on adjunct prof. development.
B. Ongoing discussion about developing a directory or networking mechanism to allow for more cross-departmental interaction among adjunct faculty
C. Continuing support for adjunct attendance at relevant conferences (w/stipends). Eg:
   1. ASCC’s Part-Time Leadership Institute
   2. The NCORE Conference (on Race and Ethnicity in Higher Ed); strongly recommended by past attendee Stephen Druker. Details and dates for the next conference and more are on [NCORE’s web page](#).
D. Inviting Speaker/Session Leader for a CV-writing workshop open to adjuncts, similar to the one Tristan attended at ASCC. Initial findings to be presented at Oct. meeting.
E. Researching and disseminating information re adjunct instructor eligibility for sources of curriculum development funding / grant money from state and college to support adjunct projects and potential collaborations with full-time (and part-time) colleagues
   Moved: Diane Arieff
   Seconded: Tristan Johnson
   Yay: 14
   Nay: 0
   Abstain: 5

XI. **Misc. business:**
Committee members are encouraged to attend the next SMC Board meeting to learn about ongoing initiatives and offer adjunct perspectives. Meeting is Tue. Oct. 2, 2018 at 7 pm. Business Rm. 111. Meeting time and room location can be confirmed on the [Board of Trustees meeting page](#). Encourage fellow adjuncts to attend as well.

XII. **Next Meeting:** Thu. Oct. 11, 1-2 pm, location HSS 261

XIII. **Adjournment**
   Moved: Diane Arieff moved to adjourn at 1:56 pm
   Seconded: Ed Mangus
   Yay: 14
   Nay: 0
   Abstain: 0