



**SMC Academic Senate Adjunct Committee
Meeting Minutes
13 May 2019**

**HSS 261
1:00 -2:00pm**

I. CALL TO ORDER

Meeting called to order at 1:01 pm

Moved: C. Matheson; Seconded: D. Arieff

II. ROLL CALL

Present: Joelle Adams, Jeremiah Allen, Tersi Arias-Young, Diane Arieff, Chiquita Emel, Cathy Matheson, Vishal Solanki

Regrets/Excused: Ed Mangus, Rachel Young

Absent: Delland Bartlett, Marianne Borgardt, Ian Colmer, Tristan Johnson

III. PUBLIC COMMENTS None.

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IV. APPROVAL OF PREVIOUS MINUTES

Minutes from last meeting, 04.15.2019

Moved: J. Adams; Seconded: C. Matheson; Unanimously approved

V. CO-CHAIRS' BUSINESS

A. Committee Chairs

1. Committee will facilitate a better information flow to adjunct faculty about the workings of the institution and opportunities for meaningful adjunct involvement
 - a. By unanimous vote, the committee agreed in an earlier meeting to signal boost Academic Senate. business (and thereby encourage adjunct institutional awareness and involvement) by linking to the minutes via an adjunct-all email each time meeting minutes are posted (Tamika).
 - b. Along with the invitation to read the minutes, the committee's email should encourage adjuncts to:
 - i. reach out to their chairs and suggest a regular update during department meetings from their department's Senate Reps
 - ii. include an invitation to get involved with the Adjunct Committee. or other Senate committees
 - c. Co-Chairs will oversee this item going forward.
2. Adjuncts should spread the word to department colleagues to vote in the FA election via [EZVote](#). Information and reminders are in faculty email boxes.

3. Congratulations to D. Arieff for full-time position to begin next fall. J. Adams will remain as committee co-chair, with the other co-chair yet to be determined.
4. Good luck to committee member J. Allen on his impending move to Seattle.
5. J. Adams briefed committee on Senate Exec discussion of the modifications and updates to [AR 4226](#) regarding enrollment overlap and scheduling conflicts.
6. Brief context-setting discussion regarding the AF survey and proposal in progress.
7. Thank to C. Matheson for arranging today's lunch.

VI. ACTION ITEMS

A. Mentoring (D. Arieff and J. Adams)

We prepared to present our report to the chairs at their May 3 meeting, which was cancelled. We will instead present at their June meeting, and will email the contents to the committee beforehand.

B. Adjunct 411 Event Planning Update (C. Matheson)

1. Venue: Business 111 is confirmed. Refreshments supplied by PDC confirmed
2. Still awaiting confirmation of the event's exact start time.
3. Adjunct feedback survey – review and possible revisions to be considered via email (J. Adams, C. Matheson)
4. Volunteers needed for the following planning and staging tasks; C. Matheson will send out an email with details and the request for help:
 - a. ASAP: Soliciting and compiling materials from relevant Adjunct 411 speakers for adjunct packets
 - b. Summer / exact date TBD: Assembling packets to ready them for event. Tersi Arias-Young and Chiquita Emel volunteered to assist
 - c. Day of event: Set up and clean up, collection of feedback surveys. Vishal Solanski volunteered to help with this.

C. Voting rights for Associate Faculty in Dept. Chair recommendation process (J. Allen, Co-Chairs)

1. The committee reviewed the revised survey text and proposed additional revisions, which are listed below. J. Adams moved to approve the proposed changes; Seconded: J. Allen; Approval: Unanimous
 - a. To add a hyperlink definition to every mention of "Associate Faculty," as the survey will be issued to all adjuncts, and many are unfamiliar with the designation.

- b. To add a question asking respondents to identify whether they are Associate Faculty or not.

D. 2019/2020 Planning (J. Adams)

To be discussed at the first fall meeting of the committee

VI. ANY OTHER BUSINESS

None.

VIII. DATE OF NEXT MEETING Fall Semester, details TBD

IX. ADJOURNMENT

D. Arieff moved to adjourn at 2:00pm; Seconded: C. Matheson

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