**Meeting Minutes**

**Academic Senate Adjunct Committee**

**26 October 2016 2.30-3.45pm**

**Science 251**

**I. Call to order**

Michael Strathearn called the meeting to order at 2.34pm

**II. Public Comments**

            (Individuals wishing to speak should limit their comments to two minutes)

None

**III. Roll Call**

*Present*: Joelle Adams, Michael Strathearn, Thomas S. Paccioretti, Catherine Matheson, Joseph Ferrerosa, Diane Arieff, Delland Bartlett, Jacki Scott

*Regrets/Excused*: Susan Caggiano, Juan Roberto Rodriguez

*Absent*:

**IV. Co-Chairs’ Report / Information Items**

Discuss current action items and information items from the Academic Senate

Body as a Whole.

* Michael Strathearn reviewed the Senate scope, function, and by-law changes.
* Michael Strathearn informed the Committee that the Adjunct Committee was mentioned as needing money during recent discussions about the Academic Senate budget.
  + The Committee considered ideas for how we might use some of the Academic Senate surplus, including professional development supplements, teaching awards, and incentives for participation in college governance and professional development. The Committee liked the idea of an “Adjunct of the Year” award and to fund some travel to local events.
* Michael Strathearn informed the Committee that the Sabbaticals, Fellowships, and Awards Committee will have some items relevant to adjuncts coming up.
* Michael Strathearn informed the Committee that the Social Committee is on hiatus until Spring semester.
* Michael Strathearn informed the Committee that the Chairs have raised the issue of class cancellations with the District on behalf of the students and faculty.
* Michael Strathearn informed the Committee that the Full-Time Faculty Ranking Committee will mostly be very similar to last year’s membership.
* Michael Strathearn informed the Committee that the Academic Senate Executive Spring retreat will be on 27 February 2017.
* Michael Strathearn informed the Committee that SMC probably passed the accreditation. The final report will be available in early 2017.
* Michael Strathearn suggested that the Committee should look at the Legislative Affairs Committee’s Chair’s Report for information about the upcoming bills. The bills affecting adjuncts won’t really affect SMC adjuncts because we already have the rights entrenched in our contract.

·  Fall Resolutions Packet

* Michael Strathearn and Joelle Adams briefly reviewed the ASCCC Fall Resolutions packet and pointed the Committee to the full information.

·  Michael Strathearn and Joelle Adams reminded the Committee of the statewide adjunct meeting (FACCC) to be held at SMC on 29 October 2016.

**V. Action Items**

1.     Review and accept Minutes from 9-28-16

The Committee made minor changes to the draft minutes.

Cathy Matheson moved /Jacki Scott seconded to accept the minutes as amended. (9/0/0)

2.     Discuss progress of the Current Goals set last month, modify if necessary

a.     Establish Mentoring

Diane Arieff and Tom Paccioretti reported that they have been gathering information about the current state of mentoring and the practical and legal implications of an embedded mentoring program. The sub-committee has contacted interested parties, such as the Chair of Chairs, Head of HR, and, Faculty Association President, and their own Department Chairs. Diane and Tom also did research about what happens at other colleges.

Short-term tasks include continuing conversations with stakeholders, clarifying what already happens, and considering what a program proposal might look like.

The long-term goal is to create something easy to use, in line with contract and legislation, consistent across the college, but customizable.

Jacki Scott raised the idea of a package: a deliverable item that captures the ideas. It could be delivered in a group or individually. Jacki reminded the Committee about the value of working closely with Department Chairs.

The Committee discussed the importance of matching mentors to mentees and making that process easy.

The Committee discussed the goals of a mentoring program: filling in the gaps with existing orientation and longer-term relationships to support new faculty. There was also a discussion about an online resource at some point (e.g. short videos).

Michael Strathearn and Cathy Matheson reminded us that the Faculty Association had a adjunct handbook at some point. Tom and Diane will find a copy to see if there are any useful ideas for the mentoring project.

The Committee aims to give a proposal to Exec by Spring Break 2017.

The Committee discussed various mentorship programs across the community college system.

Joelle Adams reminded the Committee that the current project is to address the mentoring piece of the adjunct induction process and that we do not have to solve the complete picture of adjunct orientation.

The Committee thanked Tom and Diane for their groundwork and expressed interest in hearing more the working group’s progress.

The Committee agreed that Spring Break 2017 was a good target date for getting a proposal to the Academic Senate Executive Committee.

b.     Plan Fall 2017 Flex Day

Joelle Adams, Cathy Matheson, and Susan Caggiano are reviewing

the evaluations from the 2016 Fall Flex Day event. They will share their

findings and recommendations at the November meeting.

c.     Spring Flex event

Michael Strathearn has worked with the Professional Development Committee to ensure we have a slot on the timetable. The Committee discussed various scenarios that would make it easiest for adjunct faculty members to attend. The Committee agreed that the time immediately following lunch would be a good place to try, though any time slot is never going to be ideal for everyone.

The Committee discussed ideas for the topic and format. Michael Strathearn will email the Adjunct Faculty listserv to see if there are pressing topics.The Committee discussed the idea of the Spring Flex day about “nightmare scenarios”.

d.     Secure Funds

Discussed in item IV.

**VI. Old Business from the Floor**

None**.**

**VII. New Business from the Floor**

None**.**

**VIII. Announcements**

None.

**IX. Adjournment**

Joelle Adams moved and Jacki Scott seconded for the adjournment of the meeting at 4.00pm.

(8/1/0 - Tom Paccoiretti nay)