**Minutes**

**SMC Academic Senate Adjunct Committee**

**Spring 2017**

**Tuesday 21 February 9:30-11am**

**HSS 261**

**I. Call to order** 9.38am

**II. Public Comments** (Individuals wishing to speak should limit their comments to two minutes)

**III. Roll Call**

*Present*: Joelle Adams; Michael Strathearn; Thomas S. Paccioretti; Catherine Matheson; Diane Arieff; Marianne Borgardt

*Regrets/Excused*: Susan Caggiano; Delland Bartlett; Joseph Ferrerosa

*Absent*: Jacki Scott; Juan Roberto Rodriguez

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

a) Joelle moved to draft a letter to thank the Faculty Association for their support of the Fall Flex event and negotiating the contract. Cathy Matheson seconded. We will do this after the contract is ratified.

b) Strategic Planning. Mike moved that we canvas adjunct faculty about areas of concern to ensure our voices are heard during this process. Joelle seconded. We agreed to wait until the main questionnaire is released. The Co-Chairs will take care of crafting and distributing a questionnaire.

c) The Committee formally thanked Dalia Cortes for her service to the Academic Senate and wished her all the best at her new position.

d) The Committee discussed the idea of putting out a survey to see how enrollment changes are affecting part-time faculty.

e) The Committee discussed the need for adjunct faculty to collect FERPA release waivers before submitting letters of recommendation and/or sharing any information about students to third parties.

**V. Action Items/Old Business**

A.    Spring Flex Day

* Mike reported on progress of inviting speakers for Spring Flex. We are having trouble securing a Board Member to come. Mike will work on this. HR and Admissions should be coming.
* Joelle has the list of links ready. Diane will send her suggestion for additional links.
* Diane wondered if adjuncts might want to know about the all the tutoring available to students. We checked that the Student Services link has this information.
* The Committee discussed the need for information about FERPA. We considered this for inclusion on the list of topics for the Spring Flex event.

B.    Mentoring

* Tom explained that the working group has found excellent resources. They are ready to put all their ideas together on a roadmap attached to dates for delivery.
* Diane moved that the Adjunct Committee buy used copies of *Best Practices for Supporting* *Adjunct Faculty* (Richard E. Lyons, editor) for our use and to lend to Department Chairs. Mike seconded.
* Mike suggested that we present to the Board about the project. Tom and Diane will talk to Fran about arranging communication.

C.    Fall Flex Day

* Joelle will send agreed upon email to invite Dr. Jeffery.
* Joelle will start inviting other speakers, booking rooms, etc.
* Joelle mentioned that she won’t be in attendance, but will do most of the planning. The Committee agreed to take care of business on the day.

D.    Spring meeting days/times

Tuesdays 9.30-11.00am

* March 14
* April 4
* May 9
* June 6 if need be

E.  Old Minutes

To be reviewed/amended/agreed at next meeting.

**VI. New Business:** none

**VII. Announcements:** none

**VIII. Adjournment:** Joelle moved that we adjourn the meeting at 10.35am. Cathy seconded.

**Next meeting**: Tuesday, 14 March 2017 at 9.30am - location TBD