

Meeting Minutes
Academic Senate Adjunct Committee
27 March 2018 12:45pm – 1:45 pm
HSS 261

I. Call to order

Meeting called to order at 12:39 pm

II. Roll Call

Present: Joelle Adams; Diane Arieff; Marianne Borgardt; Mary Eshaghian; Tristan Johnson; Ed Mangus; Michael Strathearn; Rachel Young

Regrets/Excused: Delland Bartlett; Catherine Matheson

III. Public Comments

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

IV. Co-Chairs' Business

A. Michael Strathearn is stepping down as Co-Chair. The committee extends a thank you to Mike for his effort and many contributions in that position, and welcomes his ongoing involvement on the committee.

B. Joelle Adams continues as Co-Chair and Diane Arieff is introduced as the committee's new Co-Chair, replacing Mike.

C. Mike confirms that the quorum needed to hold committee meetings is defined as four members

V. Review of Committee's Role

A. 10 + 1 Responsibilities: Joelle reviews the scope of Academic Senate responsibilities. The "academic and professional matters" about which the Senate is charged with making recommendations include the following areas of policy implementation and development (as per Senate website):

1. Curriculum incl. establishing prerequisites & placing courses w/in disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.

B. SMC Academic Senate Goals and Objectives 2017-18

Committee briefly reviewed the 6 central objectives, as per the distributed list:

1. Close the gap in student outcomes between student groups
2. Support and monitor the establishment of Guided Pathways at SMC
3. Revise the 75-25 full-time faculty hiring plan to include the effect of implementation of the SRP on the 75/25 ratio
4. Educate and involve SMC community regarding important initiatives, events, and program developments on campus.
5. Develop a plan for faculty leadership and train the next generation of campus and senate faculty leaders
6. Assist and help guide the Administrative Regulations and Board Policies (AR and BP) reorganization

C. Adjunct Committee Scope and Functions

1. Our committee addresses issues relevant to the professional and academic responsibilities of the adjunct faculty.
2. This means being an effective conduit for communication both ways – from Academic Senate leadership to the adjunct faculty, and from the adjuncts themselves.

D. Review Adjunct Committee Goals and Budget for 2018

1. Joelle announced that according to A.S. Treasurer Jose Fernandez, our current budget is \$1,200.00
2. Brief recap of recent projects from semesters' past and suggestions of new ideas for budget, including Mike's suggestion of honorariums for adjuncts who attend Statewide A.S. meetings / fall and spring plenaries. Joelle referred members to the www.asccc.org website for a list of upcoming events.
3. Joelle Adams moved that the committee earmark a portion of the budget to organize and stage another Adjunct 411 event at the next Flex Day. Seconded by Marianne Borgardt. Unanimously passed.
4. Joelle Adams moved the committee earmark \$400-\$600 for two (and possibly three) adjuncts who attend the Part-Time Faculty Leadership Institute event in San Francisco, Aug. 2-4, 2018. The sum would be a \$200 honorarium for each adjunct attendee, (in addition to the travel and conference expenses paid via the Academic Senate). Diane Arieff seconded. Passed unanimously.
5. Joelle Adams moved to continue to monitor the progress of the campus-wide mentoring initiative. Diane Arieff seconded. Passed unanimously.

VI. Committee Membership and Co-Chairs

- A. Members were asked whether they were willing to serve officially as members of the Adjunct Committee. All those present indicated yes, with Mary Eshaghian expressing tentative interest, depending upon the committee meeting schedule.

VII. Mentoring Update

- A. Diane summarized the progress that had been made thus far and referenced the impact of lower enrollment on the urgency of the project.

VIII. Set Tasks Related to Goals

- A. Prior to the next meeting, Diane will contact English Chair Jason Beardsley and Business Chair Sal Veas about the mentoring initiative and report her findings at the next committee meeting.
- B. Diane will bring selected mentoring materials to the next meeting and/or make them available via link beforehand for committee members.
- C. Diane moved to delay assigning Flex Day related tasks until Cathy Matheson could be present to offer her expertise and tasks from the previous event. Joelle seconded. Passed unanimously.
- D. Joelle will be in communication with Cathy about once again being point person for the upcoming Fall Adjunct 411 event.

IX. Set Next Meeting Dates

- TBD - Joelle will send out an emailed poll to committee members to determine when to schedule the next committee meeting.

X. Adjournment

- Joelle moved to adjourn the meeting at 1:47 pm. Marianne seconded. Unanimously passed.