

# Academic Senate Part-Time Faculty Committee

Minutes of the Meeting – October 26, 2009

## MEETING ATTENDANCE:

Chair	George Gastil, History	X
Arts, Humanistic Languages and Global Communications	David Milroy, French	X
Career Technical Ed/Workforce Dev	Eric Lund, Business	
English, Social and Behavioral Sci	Kirin Farquar, English	X
Learning Resources	Carla Sotelo, Library	X
Math, Natural Sciences, Exercise Science and Wellness	Lee Johnson, Math	X
Student Services	Position currently vacant	
VP Academic Affairs	Tina Pitt	X
Instructional Dean	Jerry Buckley, Dean MSES	X
Faculty Professional Development Committee Representative	TBA	

## GUESTS:

- Chris Hill, President Academic Senate
- Brian Cantarini, Media Communications Faculty

**RECORDER:** Rochelle Weiser

### I. Welcome and Introductions

George called the meeting to order at 11:00am and welcomed the committee members.

- A.** George asked committee members to please review the minutes from the September 28<sup>th</sup> meeting. Discussion followed regarding putting the previous meeting minutes on the agenda and approving the minutes.

Motion made to add “minutes” to each agenda under section 1A and to approve the minutes from the September 28<sup>th</sup> meeting.  
M/S/U Farquar/Johnson

### II. Committee Name and Charge

George reviewed the committee name suggestions from the previous meeting. It was agreed that Academic Senate Part-Time Faculty Committee, was reflective of what the committee would be discussing and working on. It was also suggested that the committee could be referred to as PTFC. It was also clarified that “Part-Time” is hyphenated, and the “T” to be capitalized.

Motion was made to make the official committee name: Academic Senate Part-Time Faculty Committee with the acronym PTFC.  
M/S/U Farquar/Milroy

### **III. Continued Discussion of CATL(Center for Advancement of Teaching and Learning)**

George reviewed some of the previous meeting's discussion in regards to CATL; one item being of major concern is that part-time faculty may not be aware of what services CATL offers and how the information can get to them. At the previous meeting this concern led to the formation of the Part-Time Faculty Task Force.

George asked Karin give an update on the Communication Task Force. Karin reported that development is underway of a Black Board Container that would be a faculty resource center. This container would include information on; SLO's, Syllabi, CATL resources, and a FAQ section. This container would be available to every faculty member. The task force would like to have the container up and running in January, in time for Spring Semester. Jerry Buckley noted that there is a similar container available to Department Chairs with the information needed as a chair and it has been very helpful.

Discussion followed regarding how to get this information out to faculty members. Some ideas were; Blackboard has the ability to contact all faculty via e-mail, during Division meetings let faculty know about it, during Staff Development week have it announced during Department meetings, links to the Blackboard container from the Grossmont College website. Also discussed were other options for communicating with faculty; utilizing web advisor. It was agreed that more support/training is needed for Blackboard and that would increase faculty utilizing it. Some ideas mentioned; during staff development week have training for Blackboard, have a Part-Time faculty activity during Flex Week aimed at Blackboard. Jerry Buckley noted he would be willing to bring it forward to the Vice Presidents that more training and support is needed for Blackboard to increase faculty usage.

Concern was raised requiring faculty to use Blackboard; it was agreed that no one was requiring the use of Blackboard, but that it can be a very useful tool in the classroom and for communication with the faculty.

### **IV. Part-Time Faculty Communication Task Force**

It was decided that the official name would be; Part-Time Faculty Communication Task Force and the charge would be to; create a central resource for faculty within Blackboard, encourage more faculty usage of Blackboard through staff development activities, encourage more overall support of Blackboard; both technically and through usage, improve communication with part-time faculty.

One communication issue discussed was campus e-mail. Many part-time faculty have more than one college e-mail and often don't check Grossmont e-mail or their mail boxes get full. Lee shared he recently consolidated his multiple college e-mail accounts into a single g-mail account, now all e-mails are sent to the single g-mail account and he now only has 1 e-mail account to check. Kirin noted he spoke to tech support and the directions to do this are available on the Grossmont College website, but are difficult to find. He suggested that during the Division meetings perhaps this process can be shown to faculty via a Power Point presentation to walk them through the process. Jerry suggested having this information available to the Deans. Kirin will forward the document to the Deans and Department Chairs to be sent on to the faculty.

### **V. Campus Committee overview and 10 plus 1-Chris Hill**

Note: Chris was unavailable at time designated on the agenda, moved to item VI and will come back to this item when she arrives.

Chris began by showing the committee how to access the Grossmont College Governance Structure via the web. The Governance Structure outlines how issues are dealt with at the college and outlines how the faculty works to reach mutual agreement with the Governing Board and Chancellor on issues that deal with "the 10 plus 1". Chris then reviewed the Councils and Committees that

participate in the Shared Governance process. Chris noted some of the existing committees were being changed and updated. She noted that the “standing committees” were always in place, but “task forces” are formed to deal with specific tasks then disbanded. Chris reviewed membership; if it is a faculty slot, it goes through the Academic Senate; if it is a Union slot, it goes through the Union; if it is a Classified slot, it goes through the Classified Senate; all slots go through the appropriate channels. Chris also explained the process for forming a new committee and showed where to access the information to do so. Chris then showed how to access the membership and charges of each committee.

It was then discussed which committees should have or will have part-time faculty participation. Chris noted that it was still in negotiations with AFT to provide compensation for Part-Time Faculty members serving on the committees that have a specific spot for a Part-Time faculty member. Chris reported that TTLC, Curriculum, Staff Development, and Program Review were all under consideration to have a part-time faculty members provided the negotiations with AFT go through. It was noted that Part-Time Faculty can serve on any committee, but specific spots were now being created on the committees it was felt would benefit from the part-time “voice”. Chris then explained the process by which membership slots are filled; she generates an interest e-mail, stating which seats are available, interested parties respond; then if it is a Divisional Seat, the names go to the Division for selection or if it is a general faculty member the names go to ADSOC; ADSOC then looks at the various committees and tries to balance it all out. Once that is done, all the proposed candidates come to the Academic Senate for approval.

More discussion occurred regarding Part-Time staffing and which committee handles that. Tina noted that Adjunct staffing needs come directly from the departments. The Staffing Committee handles which needs to fill first in regards to full time needs; a matrix is applied to create a priority list. The Planning and Resources Committee is where conversation occurs regarding creating more full time faculty positions.

## **VI. Update on Resolution for Part-Time Faculty Representative to the State Academic Senate Executive Board**

David gave a brief background on the State Senate Executive Committee; Beth Smith is our regional representative and the Treasurer for the Executive Committee. The Committee is made up of 4 officers, 4 area representatives, 2 Northern and 2 Southern representatives, and 2 “at large” representatives. David explained that the California Part-Time Faculty Association (CPTFA) has been included as a liaison to the EC; a single representative that gives reports, updates, and input but cannot make motions, bring up issues or vote. David then presented 3 different resolutions for discussion; 1 representative for part-time faculty; 4 area representatives for part-time faculty; and 2 (1 Northern/1 Southern) representative for part-time faculty. Some issues discussed were; 4 representatives makes sense so that all regional areas are covered and different disciplines represented, but concern over financial support for 4 additional seats; 1 seat not enough to represent the whole state, 2 seats a good compromise, less financial impact, but still able to make good contact regionally. Chris noted that any part-time faculty member could run for an existing seat on the EC. Chris then explained that once a Resolution reaches the Plenary Session only two things can occur it is either voted “up or down” or an amendment can be made to the resolution, there is no opportunity to discuss or change the resolution. So any proposed Resolution needs to be discussed in as many areas or groups as possible prior to being voted on to ensure support. Chris recommended Beth Smith come speak to the committee about ways to gain statewide support for the Resolution. It was then discussed that the committee should choose one of the options to support, be able to explain the reasons behind the choice, and gain further support. It was also discussed taking existing spots on the EC and making them part-time seats, having part-time faculty run for existing seats and perhaps the problem is not in the structure of the committee but that no part-time faculty runs for seats on the EC. Chris suggested she could propose to the Statewide Academic Senate Committee that a “breakout session” be held at one of the upcoming Plenary titled “The Role of Part-Time Faculty in local Academic Senates”. This would give Part-Time faculty the opportunity to share their experience in their local AS and get the word out on how Part-Time faculty

can be involved in both local and state Academic Senates. It was agreed that this issue could have a two part plan; a clear resolution asking for seats on the EC and education plan for part-time faculty on the opportunities available in both State and local Academic Senates. It was agreed that the resolution calling for a Northern and Southern representative would be the best compromise.

Motion made to present the proposed Resolutions; Establishing Part-Time Representatives to the State Academic Senate Executive Board, to the Grossmont Academic Senate as an information item for discussion.

M/S/U Johnson/Milroy

## **VII. Closing**

As the meeting time was up, George suggested they return to the discussion regarding Part-Time Faculty membership on committees at the next meeting. It was suggested for the next meeting to discuss; prioritize the committees for Part-Time Faculty representatives; review the list of committees and memberships; update on the negotiations with AFT.

**Meeting adjourned 12:40pm**

**Next Meeting:**

**Monday, November 23, 2009, 11:00-12:30, Griffin Gate**