

# Grossmont Community College

## Part Time Faculty Committee

Meeting Minutes  
September 25, 2017  
11:00am- 12:20pm  
Rm 10-106

### **Opening**

Called to order at 11:00 AM

### **Present**

Richard Unis, Ken Ard, Terry Reilly, Tiffany Hall, Richard Unis, Krystal Marshall, Tate Hurvitz

Recorder: Jacqui Valdivia

### **Discussion Items**

Introductions- All members introduced themselves and the department they work for.

### **Teaching PT + ASPTFC**

Richard being the new president is working to bring more reps into the PTFC meeting to voice concerns about the teaching and learning environment for their students. He outlines some history about Part Time Faculty and stated that now 65% of the faculty at Grossmont are PT. This means there are many that could have a voice to bring to this meeting and make a difference in the PT arena and better serve our students.

### **Division and Department Report**

Richard would like to do a monthly report from the reps here from departments and division, just to get a feel for what other departments are currently doing. Going forward this will always be on the agenda.

### **PT Email Distribution List PTF Engagement/Increasing participation**

We are currently working on the Part Time Faculty email list, so we can contact all our fellow part timers and fill the division and department seats. We have been trying to collate a list acquired from the admins in the different divisions. This has proven to be slightly helpful, except some of list were incomplete with all the email and department information.

Recently, we have been about to obtain a updated payroll list and then taking those names

and turning them into emails within excel. All the efforts we are making are currently in the works and hope to have them completed soon.

Some ideas were discussed about sending invitations to current PT faculty that are currently on government committees and tell them about our committee in hopes they would like to be a part of the discussion.

We need to receive the lists and ask the admins in their departments to send us the list.

Once we have the list we can organize events on or off campus. We need to also look at new ways to engage PT Faculty to get them to the meetings. Possibly doing some projects that Part Time Faculty could get involved in. Having eye catching emails or emails people want to open. Possibly come up with a marketing plan as well to help get more exposure.

Also informing Full Time Faculty of what Part Time Faculty is doing so they can also pass on information.

### **Part Time Office Spaces**

Just discussed where they are located. In Bld 31 and 50. You can get a key. ASPTFC would like to look into all the locations of these offices. Keys can be obtained in the mail room.

### **PT Faculty Hand**

PT Faculty will be putting together a handbook together to help people understand to the campus services, student services and other information that would be helpful to the Part Time Faculty. We will look for something that is existing and try to start an updated handbook and present at next meeting.

### **Adjournment**

Meeting was adjourned at 12:23pm.

The next PTFC meeting will be on October 23, 2017, in Room 10-106

Minutes submitted by: Jacqui Valdivia