

Grossmont Community College

Part Time Faculty Committee

Meeting Minutes
October 23, 2017
11:00am- 12:20pm
Rm 10-106

Opening

Called to order at 11:00 AM

Present

Richard Unis, Terry Reilly, Tiffany Hall, Richard Unis, Tate Hurvitz, Andre Anderson
Recorder: Jacqui Valdivia

Discussion Items

Divisions and Department Reports: Because of the many of our PTF Department Chairs are not currently filled, Richard will be reaching out to divisions that do not have a rep and see why there is not representation. Richard is working on some templates, so Reps can put information from there department and bring to our meeting.

Terry Reilly informed us that he drafted an email, and sent it to his department rep and they sent in on to other PTs, but there was not any response.

Tate Hurvitz - English department is implementing a high school GPA for a way to place incoming students. Many students with this data are placing higher so there will be less need for lower courses. Tate will send out an email to see if he can get other reps from the English department for division and department reps to come to the meeting.

A suggestion was made to send out the agenda and minutes to the division rep in hopes more attendance. Also, we will update the website.

Part Time Email List

The email list is still in progress, but he has been more difficult than originally thought. Once we get the data from HR it is downloaded and then needs to be merged to get all all the emails, and there are a couple of quirks that mess that process up. Not a lot but with Hyphen Names and thing like that.

Increasing participation of Dep Reps.

One of the main ideas that came up is that we could hold a teleconference and then PT Faculty who are offsite or at home, they can call in and be a part of the meeting. Tate suggested that he could talk to Judd Curran about getting all the chairs on board with sending some emails to announce the meeting.

PTF Spaces on Campus

Also informing Full Time Faculty of what Part Time Faculty is doing so they can also pass on information. We will also bring this to the Academic Senate next meeting. We will be checking the teleconference/Video Conference for a future meeting.

Part Time Office Spaces

Just discussed where they are located. In Bld 31 and 50. You do need to bring in your own paper. The bld 50 is not exactly friendly, but it is completely functional You can get a key and use those. PT would like to look in to all the locations of these offices. Keys can be obtained in the mail room. They have talked about having some privacy in these office spaces so that PTF can use them for office hours/meeting with students. Currently they are communal which can be uncomfortable meeting in these areas.

PT Faculty Handbook

Richard has started putting information items into the table of contents. He distributed the paper and PTFC went through all the topics

Please see handout for sections and who they are assigned too.

Some of these topics will fall under Workday and so in those places will say once Workday is up it will cover this topic

Another question came up to whether PT Faculty could use prepping hours for a course that gets cancelled can be used as Professional Development hours. Tate will look into this.

Adjournment

Meeting was adjourned at 12:23pm.

The next PTFC meeting will be on November 27, 2017, in Room 10-106

Minutes submitted by: Jacqui Valdivia