

Grossmont Academic Senate Part-time Faculty Committee

Part Time Faculty Committee

Meeting Minutes

September 26, 2016

11:00am- 12:20pm

Rm 53-553

Opening

The regular meeting of the Grossmont Academic Senate Part-time Faculty Committee was called to order at 11:02 AM on September 26, 2016 in Room 53-553 Grossmont College by David Milroy.

Present

David Milroy, Ken Ard, Terry Reilly, Alan Silva, Jessica Woods, Rebecca Thompson, Krystal Marshall, Claire Liu, Tate Hurvitz
Recorder: Jacqui Valdivia

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes, were not completed due to staffing.

Discussion Items

Part-Time Compensation work -

Part time faculty committee compensation, process is now in place. PTF will be paid going forward for the meetings that they attend and they will also get retroactive pay for last year's meetings. PTF will be paid at step 1 rate which is \$40.90 an hour for all work after January 1, 2016. PTF will need to fill out hire form and do a time sheet each month. The time sheet will then be signed by the committee chair, then sent to their academic dean, and then to payroll. Timesheets must be turned in by the 11th of each month. Once all the time is put in, the pay will be put on regular pay check.

A question was asked if PTF need to fill out a different hire sheet for senate and committees they sit on. The answer is no.

It was decided that the time sheets will be brought to Academic Senate Meeting on October 3, 2016 and David Milroy will initial. The PTFC will submit to their Dean for signature and then they will forward on to HR.

Office Hours

The part time office hour resolution was passed in the spring. Initial thinking was to explore different models, bring forward in the shared governance meeting. This issue is now within the scope of bargaining and the contracts. Because we are starting a new contract season, we are unable to speak about PT office hours with the administration. The Senate will continue to make the case that office hours are important to our college goals. PTFC would like to talk to the union about part time office hours.

Strategy of office hours is for faculty to be in office at specific hours regardless of whether students come to office. Then office hours will be paid.

Can you make it mandatory for a student to attend a conference? The answer was yes you can. Some faculty is doing this already. Giving reminders helps students to come. Office hours have been proven to provide success to the students in the courses.

The adjunct faculty office space was brought up as there is limited space for the PTF. It seems a low priority to have office space for PTF.

The question was brought up: Does each department have their own office space for their PTF. Answer: You can request a key, and there is some space, but it is limited. This will be discussed with CCC.

It was decided that Alan Silva, Ken Ard and David Milroy will start a task force to look at the current situation of office hours and office space for PTF.

Role of the Academic Senate

The key role of Senate is to look at the process of teaching and learning. This includes curriculum, program review, student success initiative, faculty and classified staffing. What is not covered under the Senate is contract negotiations, working conditions things of that nature. They usually work parallel but are not identical.

David showed a white paper on PTF from 2002. The title is "Part Time Faculty: A Principle in Perspective." Lays out the how the PTFC can work with the Academic Senate on issues of teaching and learning. (see paper)

We have defined the role of AS is limited to academic issues but we have a direction from the state AS to look at the academic reasons for the part time issues.

Meeting with Judd Curran

In this meet we would like to discuss office space and office hours for adjunct faculty, as well as other non-Senate questions which have arisen during our past ASPFC meetings.

Selection of Text Books

David asked each PTFer what the procedure is for selecting text books. The general consensus is that each department has a list of text books they can use and then can use supplemental books. Some departments are not as strict in mandating the use of certain books. One member said he is using a text book online for free.

This should be discussed in each department extensively so there is no confusions on the use of books. One of the ideas presented was to try and correspond with text book used at state for transfer.

There is also the opportunity to use OER to put together books which is completely free.

Academic Conference Ideas

It was brought up that there are not a lot of conferences close by that apply to certain departments. Alan Silva suggested exploring the planning of a future conference sponsored by the PTFC. It gives an active role in the promotion of teaching and learning that is very visible to the college and community. It creates professional development for the faculty and community. This will be on a future agenda to discuss possible subjects.

Adjournment

Meeting was adjourned at 12:22pm by David Milroy.

The next PTFC meeting will be on October 24, 2016, in Room 53-553.

Minutes submitted by: Jacqui Valdivia