

Adjunct Advisory Committee Meeting Minutes  
Dec 18, 2009 10:00 am- 10:50 am G107

Attended: Kim Schrenk, Rich Rehberger, Dennis Veleber, Lynn Ward, Deb Richerson, Courtney Johnsrud, Renata Birkenbuel, Angie Rolando, Sridhar Rajappan, Jacque Evanson

Absent: Kyle Gillespie, Elfie Neber, Michelle Storrusten, Meredith Connie, Catherine Lowden

1. Welcome- who's on the phone? (Lynn, Rich, Angie, Raj)

2. *Brief* updates:

- Division Directors meetings- Kim
  - Discussions about the possibility of adjuncts serving as advisors for part-time students is going on, at beginning stages/looking at models
  - Discussion about strategic enrollment
  - Adjunct data is out there on the webpage
  - Received one-time-only money to purchase books
- Academic Operations meetings- Kim
  - Group figuring out best way to serve campus with overlap from other groups
- Student Success Advisory Council- Courtney
  - CCSSE survey is going out in the spring- added 15 focus questions to survey. Survey will be done in random courses but instructors will receive contact to schedule a time- important to be responsive.
  - Discussion of data regarding student achievements/credits to graduate considered.
  - Discussion of 3 subgroups on SSAC:
    - Data
    - Early Alert
    - Developmental courses

3. Adjunct Feedback Survey:

- Last minute revisions to questions
  - Changes to question 19/added comments area
  - Add question on Michelle Rudolph's position
- Dates the survey will be available
  - Sent out Dec 21 and will be open until Jan 31; reminders will be going out again in early January and several more times before it closes. Survey will be sent to adjuncts teaching both fall and spring semester.

- What it will be used for
- To collect data regarding adjunct needs and feedback- to be used to drive initiatives forward and for informational purposes.

#### 4. Follow-up on previous email questions

- Discussed the compiled comments and skimmed over some that stuck out
- Will keep these in mind as we consider how best to move forward as a group

#### 5. Adjunct newsletter?

- Adding Committee names to adjunct distribution lists so newsletter and all messages sent to adjuncts can be viewed by the group.

#### 6. What is next? Where should we start?

- Wait to see what the survey says, compile and bring back to the group- that will help us decide on where our focus should be.
- A suggestion was made regarding the faculty and adjunct email distribution lists (to have one that includes all) so adjuncts aren't missed. A request was sent to Dr. Heidi Pasek following the meeting.
- A question was asked if adjuncts could somehow receive filtered email from the campus as many are bombarded with emails that do not pertain to them. It was discussed that doing so would be nearly impossible since emails come from all over campus; there may be adjuncts who are interested in different things and that by receiving those messages, adjuncts are "in the loop".
- A suggestion was made to request that adjunct faculty be invited to the Senate meetings. A request was made to the Academic Senate Chair as well as to the Adjunct Faculty Representative currently sitting on the Senate.
- It was mentioned that it would be nice to have some sort of webcam or video tutorial for people who are not on campus- to at least see a face with a name.
- It was asked if the College would ever consider paying adjunct faculty to visit campus. It was discussed that this was not something in the budget since the College employs a large number of adjunct faculty who work from a distance.
- Deb updated everyone on Outreach's pro-rated pay to help meet the break-even point for courses not cancelled and to help with student retention and those taking PCE courses for credit.

#### 7. Next meeting and adjournment

- Our next meeting will take place in early February, following results from the adjunct feedback survey.
- Kim mentioned that the work of the group should continue even while she is on maternity leave for the second half of spring semester.