**ADJUNCT FACULTY ISSUES COMMITTEE**

**END OF YEAR REPORT**

**2014-2015**

1. **Committee Members**

Gordon Dunne (chair), David Bate, Kristin Morley, Laurie Paxton, Herb Davis, Ruth Trygstad, Paula Michniewicz, George Ellington, Michael White, Cindy Soderstrom, Terry Kidd, Neil Bastion

1. **Projects**

Adjunct Faculty Conference

This year's conference was the best attended yet with 170 adjuncts and judging by the feedback we gathered it was also one of the most well received. The event was supported by the President and Provost who both attended and spoke to the adjunct and by full-time faculty and staff who presented workshops.

Collegial Conversations

This was a collaborative effort on the part of the Adjunct Faculty Issues Committee, the FTLC, and the Provost's Office. We had 70 adjunct attending and we hosted dinner and provided an informal setting for conversation regarding teaching best practices.

Office Space

An ongoing issue for adjunct that the committee brought up this year was space for adjunct to meet with students. I met with Katrina Green to discuss the redesign of TB and how we might accommodate adjunct. There will now be three hoteling offices for adjunct in TB.

1. **Barriers to Success**

The recent changes regarding hours and compensation, which also relate to professional development activity for adjunct has been something we have discussed, debated, and struggled with this year and we foresee this as a major issue for the future.

1. **Looking Forward to Next Fall**

We are ready to begin planning for another successful adjunct faculty conference and we hope to continue the tradition of collegial conversations too. Besides these two important events we plan to address the issue of professional activity and compensation and the related challenges. One major goal is to provide adjunct with clear information about how the new system works.

1. **Minutes**

**ADJUNCT FACULTY ISSUES COMMITTEE MEETING**

**MINUTES 9/24/14**

* Welcome and Introductions
* Discussion Items:
* Minutes?
* Future meeting times?
* Invitations follow-up
* Other
* Adjunct Faculty Conference Report:  Kristin Morley, David Bate

**Tentative Schedule:**

Sept 22—presenter invitations sent out; iGNITE session presenters sent out

 Sept 25—yes/no answer from invitations; email sent to request a write up of breakout session (write ups due Monday, Sept. 29)

               Sept. 26--Breakout Sessions Approved and sent to Gordon Johnson to add to registration system.

Oct. 1--Registration back from Gordan Johnson

Oct. 1--Registration goes live for faculty (this will give them 3+ weeks to register; it will also give us time to work out food, payment, etc. for the number of attendees)

Oct 1--Constant Contact is sent out to faculty marketing the event

                Oct. 6--Program is ready for printing

Oct 10--Program back from printing and available for faculty

**Food Choices--** What do we want to do????

(Note:  Last year’s food costs were about $4300)

Breakfast:  $7.50—fruit, pastries, yogurt, drinks

Hot Breakfast--$8.95

Or, we could do the snack service where we order whole fruit and muffins for $4.25 plus Large pot coffee ($60 for 50 people) and juice ($50 for 35 people)

Boxed Lunches=$7.75 sandwich (or veggie wrap), chips, cookie or $8.75 if you substitute fresh fruit or pasta salad for the chips or cookie—drinks separate

Pizza Lunch= $7.75 2 slices per person, salad, soda or bottled water, and cookie

$11—includes choice of salad, side, vegetable, and roll

* Home-style meatloaf
* Enchiladas (beef, chicken, cheese with red or green mole sauce)
* Stir Fry & Rice (select from chicken, beef, or pork; sauces include:  sweet and sour, teriyaki, curry, thai coconut peanut sauce)
* Lasagna (side item not included with this choice)
* Fajita Bar (beef, chicken, pork, or tofu)

$12.50—includes salad, side, vegetable, and roll

* Yankee Pot Roast
* Stuffed Chicken Breast
* Penne Bake
* Roasted Pork Loin or Pork Roulade

$12.50—Vegetarin and vegan options

* Stuffed Portobello
* Eggplant Parmesan
* Tofu Stir Fry
* Grilled Vegetable Napolean

Desserts $1.50—mini cheesecakes, brownies, 3 inch cookies, lemon bars, choc. peanut butter bars

$2.00—cake; pumkin bars, fruit cobbler, cupcakes, mini elairs, mini puffs

Drinks $1.25/person

Assignments for Adjunct Faculty Conf

**ADJUNCT FACULTY ISSUES COMMITTEE MEETING**

**MINUTES 10/13/14**

* Welcome new committee members
* Space for adjunct faculty: visit with Katrina Green, Director of Curriculum, Scheduling, and Sites
* Sites available on all campuses---making adjunct aware
* TB redesign
* Seeking feedback
* Adjunct Faculty Conference
* Preparations and assignments

**ADJUNCT FACULTY ISSUES COMMITTEE MEETING**

**MINUTES 11/10/2014**

**Attending: Paula Michniewicz, Kristen Morley, David Bate, Laurie Paxton, Michael White, Cindy Soderstrom, Terry Kidd, Gordon Dunne**

1. Adjunct Faculty Conference: report and feedback

*Overall excellent feedback (best conference yet!); one item to change for next year: less (no) speakers during lunch. Also, how to deal with those who don’t turn up…suggestion to send them a message and CCing AD.*

1. Space for adjunct faculty: visit with Katrina Green, Director of Curriculum, Scheduling, and Sites
* Sites available on all campuses---making adjunct aware
* TB redesign
* Seeking feedback
1. Adjunct Professional Development

*How do we support adjunct who wish to take professional leave, etc.? The general feeling is that they must follow the same rules as FT; should this be dealt with on a case-by-case basis? Is there no general policy? Follow up…*

1. Multiple Veterans Day activities scheduled at multiple campuses tomorrow. Most will do a Flag raising ceremony followed by refreshments (Herb).
2. Collegial Conversations

*Will contact Gay Whetman.*

1. Other Issues?

*Laptops for adjunct??*

1. Next Meeting? (Jan. 26).

**ADJUNCT FACULTY ISSUES COMMITTEE MEETING**

**MINUTES 2/9/2015**

**Attending: Paula Michniewicz, Kristen Morley, David Bate, Laurie Paxton, Michael White, Cindy Soderstrom, Terry Kidd, Ruth Trygstad, Herb Davis, Gordon Dunne.**

1. Good news regarding space for adjunct faculty: the redesign of TB includes “hoteling” offices for adjunct.
2. Collegial Conversations: overview of event and committee asked to be there at 4 pm to help with the setup, etc. Registration had a late surge, est. 75 adjunct will attend.
3. Issue of adjunct evaluations: we need more consistency in terms of how adjunct are evaluated. The Business School seems to have an effective model. It was suggested that we could have a workshop demonstrating model.
4. A call for articles for the FLTC newsletter. Herb suggested an article explaining how service and committee involvement works for adjunct.
5. Michael White shared his initiative for Reading and Writing adjunct training. He was invited to forward his proposal to the committee as this could be something we could adapt for other departments.
6. Next meeting…TBA!

**ADJUNCT FACULTY ISSUES COMMITTEE MEETING**

**MINUTES 3/9/2015**

**Attending: Paula Michniewicz, Kristen Morley, Laurie Paxton, Cindy Soderstrom, Ruth Trygstad, Gordon Dunne**

1. Review and feedback of Collegial Conversations
* Main suggestion for next year: round-table discussions focused on disciplines
1. Issue of professional activity
* The system is not working for adjunct---many problems
* Suggestion to create a document clearly explaining adjunct pay with regard to professional activity
* Transparency for adjunct when it comes to knowing how much professional activity they can participate in (provide a clear chart/document at the beginning of the year)
1. Next meeting we must start planning for the Adjunct Faculty Conference---meeting scheduled for Apr. 13.