
MEETING MINUTES FOR DEC. 16, 2016

Attendance: Cathy Brewster, Jim Collier, Ed Corbett, Patricia Cullinan, Kurt Ehlers, Nancy Faires, Susan Holley Gallup, Marynia Giren-Navarro, John Frederick, Pat Miller, Bill Newhall, Nancy O'Neal, Lee Raubolt, Patti Sanford, Brandy Scarnati

Guests: Veronica Fox, John Frederick, Bernie Hamm, Tara Lewis, Rich Olson, Pamela Thomas

Meeting called to order at: 10:03 a.m.

Approval of minutes from Last Meeting

Motion: Patricia Cullinan, **2nd:** John Frederick

Open Issues

PT Faculty Survey Update: Reviewed by Professional Standards Committee - Brandy Scarnati.

- Added #15 email policy and Open comment box on the end. Working with Elena Bubnova and hope to have it ready towards the end of Feb.
- Send through Survey Monkey to all Part-Time.
- Working with HR, John Frederick to create an accurate and up-to-date Listserve. Will then send the survey via Listserve, Canvas, and Starfish (Starfish has been confirmed as FERPA compliant).

Professional Development Training Suggestion: add a disclaimer

Part Time Faculty of the month October, November and December:

- October was Blake Hue
- November is Joe Sanford who teaches Unmanned Aerial at the Edison. Thank you to all who came.
- December is Taylor from Biology.
- There will not be a Part-Time of the Month for Jan.

Best Practices worksheet for PT Faculty:

- Working on best practices for Google Docs.
- Sent out to the Chair's and Coordinators.
- Gabriela Brochu sent over information that might be useful to us.
- The goal is to have this available for Orientation and posted on Canvas.
- Once instructor uses, this will be an open process. They will not be required to have a Canvas course.
- We will have maps, tips for Veterans, how to use Smart Class, and will include screenshots and orientations
- Will be updated regularly

Discussion of PT Canceling Classes:

Suggestions regarding PT Canceling Classes: How should this be done? There is not a campus wide policy.

- Can they contact PT and then call the department to notify students. The question of "is there an NSHE Policy" for Full-timers?

New TMCC HR Director: Welcome to Veronica Fox.

- Veronica will check to see what the HR Policy is for cancellations that occur for no apparent reason. Typically the Dept. or Chair would be the one to determine.
- How do we dock the pay? This is already being done in CIT and Liberal Arts.
- We will also need to define "missing class".

Professional Development update from Cathy Brewster

- Prof Dev Certificate 25 slots with a \$300 stipend. 22 people completed.
- 10–12 hours from Canvas, technology and 2nd module deals with learning outcomes.
- Understanding the role of measures, describe, define, & create. Many of the people taking this class started posting with the students and they seem to understand. Module 6 is about formative and assumptive assessments.
- Idea of formative assessment, asking students using the CAT techniques.
- This year an observations piece was added.
- Able to raise the stipend from \$250 to \$300.
- The Part-Timers sat in with FT Instructors.

Professional Development will take place the 2nd week of Jan.

- Open to all part-time faculty.
- New Year's resolution is to get with the different departments to discuss solutions with part-time faculty issues and how to better support them.

Admissions & Records - Lee Raubolt

- Final grades are due and posting every 2 hours.
- Once they are run will show as posted sign.
- Dean has to sign and approve for grade changes. Please send out grade to students and give about 12 hours then they will be posted.
- Notify students/or notify all students. So you can mass communicate to students.

Faculty Senate update:

- 73% Instructor Course Evaluation. All are in favor of the update.

Meeting Adjourned at 11:13 a.m.