
MEETING MINUTES AUG. 31, 2018

Meeting called to order at: 10:05 a.m.

In attendance: Lenaya Anderson, Israel Borokini, Ed Corbett, Gwendolyn Clancy, Nick Di Meo, Kurt Ehlers, Nancy Faires, Hugh Fraser, Cassandra Hawthorne, Marynia Giren-Navarro (Chair), John Kemp, Bill Newhall, Jonathan Lam, Rob Lively, John Reid, Jonathan Riddick-Lau, Neil Siegel, Patti Sanford, Rosalyn Teodora

Absent: none

Guests: none

Approval of April 6, 2018 Minutes

- Ed Corbett noticed a missing word/typographical error in the minutes. Jonathan Riddick-Lau promised to send the correction to John Reid. The minutes were approved with that correction.

Open Issues

- Part Time Faculty of the month September - the application is now done online, and there has already been one submission!
 - Two members announced that they would be able to attend the ceremony for the September winner of Part-Time Faculty Award
- Application form for PTF Senate seat (created and approved by the committee last year) - it will need to be sent to PTF together with the link to the PTF survey (somehow the original email ended up in spam folder for many recipients)
- Professional Dev update - Cathy Brewster
 - Cassandra Hawthorne represented Cathy Brewster and announced part-time certificate with \$325 stipend ("Getting Results"), "Death by Lecture" will also be offered at a later date
- PTF Senator elections - Jonathan Riddick - Lau
- Long term PTF recognition
 - Marynia Giren-Navarro shared the news that the Part-time Committee website now includes a list of past award winners in order to give them longer lasting recognition
 - Jonathan, Gwen Clancy, and Marynia will soon be scheduling a meeting with the President to return to discussing the longevity pay (salary boost) for PTF; the committee's counter-offer will be presented to the President
- Planning Council - Gwen Clancy, Jonathan Riddick- Lau
 - Planning Council has not yet met this year

- A major issue is space for part-faculty to meet with students. Due to library construction, the space is in flux. For now, one can book private library rooms for confidential conversations with students. Phone calls are a problem in the library open space as well.
 - Ed Corbett suggested using phones in empty classrooms. Marynia suggested using the phone in her office or in the office of the instructor's chair or coordinator. Gwen suggested a "phone booth" for private calls on your cell phone. Marynia questioned the "scale of the need." How many instructors have this problem? Question: do part-timers make a lot of phone calls to students? Answer: several say mentoring duties require phone contact. Cassandra Hawthorne stated that instructors could contact her, and she could arrange a room for private phone calls.
- Attendees at Planning Council – PTF are paid \$50/meeting to attend; information about the need for another PTF member to sit on the Council need to be sent out to PTF.

New Business

- a) Amber no longer to attend meetings - we need a note taker
 - i) John Reid agreed to take over the minutes.
- b) New members - WELCOME!!
 - i) All members introduced themselves to the group – both new and returning
- c) PTF Open House - Cassandra Hawthorne
 - i) Cassandra reported that the open house was a significant success. Approximately 70 people attended. An issue with the flash drive needs to be addressed in the future.
- d) Online application for PTF of the month <http://www.tmcc.edu/faculty-senate/part-time-faculty-of-the-month/>
 - i) Marynia worked with Amber over the summer to create the online part-time instructor of the month form.
 - 1) Site will include a list of previous winners in the future for more recognition
 - ii) PTF Survey – Jonathan Riddick -- Lau
 - 1) Jonathan reported that a campus-wide survey was a failure due to the fact that it defaulted to spam filters. Marynia suggested re-sending the survey but not today or right after
- e) Support for PTF taking the ACUE training
 - i) One committee member said the ACUE experience is positive thus far but more time-intensive than expected (more than two hours per week)
 - ii) Jonathan stated that people may be able to enroll late and should inquire if interested
 - iii) Marynia volunteered to take four actions on this and report back:
 - 1) Determine if new place are available;
 - 2) Are more part-time instructors welcome in program?;
 - 3) Ways to spread the word to part-time faculty about this opportunity;
 - 4) Ways to thank p/t instructors already enrolled

f) Goals for this year

- i) Motion: Jonathan motioned that each academic department be required to place part-time instructor name, contact info, and photo (if possible) on existing full-time faculty page. Motion was seconded. No discussion. Motion passed 18-1
- ii) Other goals discussed informally
 - 1) Close the deal on part-time faculty on a long-term basis
 - 2) Cassandra suggested seeking to extend grant-in-aid benefits to dependents of part-time instructors
 - 3) Bill Newhall suggested that each department place a poster with names and photos of part-time instructors to facilitate engagement between full- and part-time instructors

Adjourn: 10:57 a.m.