



MEETING MINUTES OCT. 9, 2020

10-11:30 a.m. via Zoom

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

In attendance: Gwen Clancy, Ed Corbett, Patricia Cullinan, Kurt Ehlers, Nancy Faires, Hugh Fraser, Marynia Giren-Navarro, Heather Haddox, Val Haskin, Karla Henriksen, Donna Kamen, John Kemp, Emily King, Jonathan Lam, Edwin Lyngar (Chair), Shannon McCool, Brandy Scarnati, Neil Siegel, Amanda Williams

Absent: Lenaya Andersen, Herbert Melendez, Pat Miller, Elizabeth Morgan, Rossitza Todorova

Guests: Amber Anaya, Jim New

Update: Part-time Faculty Loyalty Incentive Program – Jim New

Jim New, Vice President Finance and Administrative Services, reviewed the incentive program with the committee. The expectation is we will have budget cuts for the next two years or more. The program will continue with a 5-year roll out rather than a 3-year roll out due to COVID and budgetary concerns. Mr. New reported 8 part-time faculty qualified this year.

Questions received were how part-time faculty can find out how many points they have and how the recipient is notified. The committee also discussed how they can promote the program while still respecting employee privacy. Employees wanting to know how many points they have may contact HR or Institutional Research to find out their standing. HR will send a notice to employees receiving the incentive. It was also asked if EPIC instructors are included. Mr. New answered they have a different funding structure and could build a program if they chose.

Suggestions received were to get the recipients permission to use their names and make an announcement which does not include specific details.

Approval of Sept. 4, 2020 Minutes

The September 4, 2020 Part-Time Faculty Committee Minutes were motioned and seconded by Hugh Fraser and Nancy Faires respectively. The committee approved them.

Issues to Discuss

International Faculty Advisory Committee: Marynia discussed the committee's work advising staff who work with international students. It was suggested to email part-time faculty to invite them to join. Marynia will create a draft email to share with Virog and Gwen prior to sending.

Welcome to our new PTF Senators: Edwin welcomed Gwen Clancy and Heather Haddox as the newly elected Part-Time Senators.

Coffee and Conversations Update & Part-Time Faculty of the Month: Edwin reported the first gathering went well. One person attended and Edwin had a good forty-minute chat. The next meeting will be in October and the Part-Time Faculty of the Month will be awarded at that time. Gwen also suggested doing a spotlight on PTF that might be included in TMCC's marketing efforts. Edwin will send a reminder email to collect nominations and volunteered to have a raffle prize at the next coffee gathering.

Professional Development Update – Brandy Scarnati: Brandy reported Johanna Bell, Tommie Guy, and Valerie Kelley are leading Professional Development efforts. If you should need to contact the Professional Development Department, please email them. Edwin asked Brandy to come to the next meeting and provide an update.

Planning Council Update: Gwen offered her seat if anyone is interested in attending. Gwen and Heather updated the committee on the latest discussions at Planning Council: A discussion on resources for students, work spaces for students who do not have a quiet space at home, and how to advertise the computer labs and Learning Commons while also following COVID protocols. Edwin suggested reaching out to Part-Time Faculty to find out if they are needing help or resources.

Two Adhoc Projects: Edwin suggested two adhoc projects for the committee to tackle this year. These were prominent issues which have been brought up during this year's open house and in committee meetings. The first is a preparation incentive for part time faculty who lose sections after spending significant time preparing for the section. The second is a path to full time employment for part time faculty desiring to work full time. Edwin suggested to form an ad hoc committee for each issue.

Discussion on the preparation incentive circled around whether this is a best practices issue and where the cut off is for the amount of preparation put forth. For example, an experienced instructor may be able to create a web-based course on Canvas quickly, while another instructor may take longer to create a course on Canvas due to inexperience or other factors. Suggestions made were to add an additional assignment to develop courses. It was also noted the new corequisite requirements limit preparation in many cases. There were no volunteers to lead the preparation incentive. The committee will shelve this item at this time.

The Path to Full-Time Employment was discussed and the committee agreed to move forward on this issue. Edwin volunteered to lead the adhoc committee and Sabrina Ladd volunteered to join.

A motion was made and seconded by Marynia Giren-Navarro and Gwen Clancy respectively to move forward and work on creating a path for part-time faculty to attain full-time employment. The committee approved this motion.

New Business

A request for a future agenda item was made to explore having a part-time faculty directory on the website.

Next meeting: 10-11:30 a.m., December 11, 2020

Meeting adjourned: 11:31 a.m.