

Adjunct Faculty Committee 2024-2025 Meeting Agenda & Minutes

Date: Monday, October 7, 2024

Time: 6:30pm – 7:30pm // **Start time 6:34pm – End time 7:45pm**

Location: Collin College Frisco Campus, PC J108

1. Welcome & Introductions (10 mins)

- Introduction of new members and brief roundtable
- Overview of committee purpose and objectives for the previous year
 - Spring 2024 Student Surveys of Instruction
 - We are moving forward with the student survey pilot this fall. The provosts have met to plan how to recruit participants. It is voluntary, not required. The benefit would be the ability to weigh in on how well you feel the new instrument captured your instruction through a post-semester survey. There is no disadvantage to not participating.
 - **Concerns here is that some were not aware this was coming; more information below under “Student Survey Taskforce”**
 - **This is a pilot in which a group of professors volunteered to try the new and revised questions. More to come on this as revisions are made to the survey upon feedback from Fall 2024 and Spring 2025. The rollout of the new evaluation will likely be in Fall 2025.**
 - Adjunct Performance Appraisal Component
 - Discussion
 - Coaching versus Disciplinary Process
 - Discussion
 - Informal vs Formal Phases?
 - Consequences?
 - **Adjunct Performance and Appraisal Component and Coaching versus Disciplinary Process are connected**
 - **Concern here is that coaching events due to complaint(s) are flagged in Coursevite**
 - **The understanding is that coaching for faculty is not considered a disciplinary issue so why is it being flagged in Coursevite?**
 - **These coaching sessions should be between HR and the ADs rather than flags**
 - **Disciplinary issues are stepwise and have multiple components**
 - **These types of flags can cause issues for that faculty member when courses are being assigned**
 - **Is it possible to get some guidance from HR regarding this?**
 - Creation of Distribution Lists for Adjuncts for different campuses
 - Ideas on how to obtain this? IT?

- Reach out to IT/HR to see if they can provide a list of individuals that have been active adjunct faculty members for the past 2 years, including the current semester
 - Potential for IT to update the list annually?
- Another option may be to reach out to the Provosts to provide a list of active adjunct faculty that semester
- We can then request a list every year or semester to update the distribution list. This must be done on an ongoing basis (yearly at minimum) to ensure the list does not become outdated

2. Goals for the Upcoming Year (30 mins)

- Discuss potential initiatives, goals, and priorities
 - August/September Faculty Council Discussion Points:
 - Discipline Search Rubrics
 - There will be templates for Search Committees to help streamline the process to lessen the back-and-forth issues with Human Resources
 - Recommendations for no more late registration
 - FC has recommended that late registration end after the 1st class session (= after the second day of the semester).
 - They also recommend changes to grade inputs for the 12- and 14-week classes (so it doesn't fall on breaks).
 - The Calendar Committee is seeking new members. Email Dr. Abe Johnson if you are interested in serving on that committee.
 - Student Survey Taskforce
 - Identified 4 different criteria for students. Applicable to all types of students. No more than 8 questions. A response box is being added to each question. Ambiguous language is being removed and questions with multiple parts are being removed. Ranking scoring wording is removing the emotions from the questions and using more factual language. Piloting questions this fall and then tweaking Spring 2025. The final version will be used in Fall 2025. We are looking for thoughtful responses from students by changing the way we gather information.
 - Academic Freedom
 - Re-wrote Academic Freedom document in coordination with the 40th Anniversary of the College. I have attached it to this email. Academic Freedom continues to be supported by Collin College and the Faculty as a collective body.
 - District Wide Scheduling
 - More mainstream classes are looking at maximizing classroom space. For example, if a classroom can hold 32, but the course is capped at 28 students, and it's a high demand course, they want to be able to place 32 students in the room.
 - **Concerns:**

- Some adjunct professors are not aware that their classes did not make until about 2-3 days before the semester starts
 - Many hours go into setting up the course in Canvas
 - Another concern that arises is when courses are taken to give to full time faculty members
 - FT faculty have a specific load amount that they have to make every semester
 - The opposite is also true (good problem to have though!) is that classes are assigned 2-3 days prior to the start of the semester
 - If adjunct faculty member has not taught that course, potentially have a list of individuals who have taught those classes in the past to assist in either copying the course or providing some assistance.
 - The Adjunct Faculty Committee would like to continue the discussion regarding district-wide scheduling over the next couple of meetings to try to find solutions
 - Faculty Rank Task Force Recommendations
 - Encompasses 5 Deliverables. The idea is to give options to faculty on how engaged they want to be. You will need to be excellent in either Teaching Excellence, Service Excellence or Professional Development/Scholarly, Industry, Professional and Artistic Works Excellence. This will be a menu of options to choose from that reflects the diversity of our workforce. These are RECOMMENDATIONS - and the administration is under no obligation to accept this proposal as is. Changes are likely, and Dr. Matkin will give us more details at our Faculty Convocation on October 4th. Please mark your calendars for that convocation. You won't want to miss that presentation by Dr. Matkin.
 - Still a work in progress; more to come on this in 2025
 - This would be applicable to all of the campuses and is more so for full time faculty, but it is good information to know
- Open for discussion – thoughts of other initiatives and objectives
 - Concerns:
 - Some adjuncts feel that there is not enough communication between the AD/discipline leads and themselves. Adjuncts feel that not enough information is being sent their way in order for them to have adequate information to be able to make some decisions or even have general knowledge of some processes.

- Some adjuncts did not have mentors when they originally started their role to help navigate them through their first semester/year as an adjunct.
 - Opportunities to better this:
 - Faculty Starting Line Canvas shell
 - Would like to add a tab specifically for adjuncts that would provide adjunct-specific information
 - We should be able to work with the Technology Committee within the Faculty Council to create this tab and also lean on them to ensure that the tab remains updated with the most current information
 - This would enable a more standardized process for adjuncts as well as one area where all important information is housed
 - We will continue to work on this as a group over the next couple of meetings to solidify the information that should be included and then reach out to the appropriate individuals to get it uploaded into the Canvas shell
 - Biology area has a sheet with relevant and important information for adjuncts
 - Jaclyn to share this – link/documentation will be found in our Meeting Minutes folder in our Teams channel
 - Adjunct Faculty Academy also has some good information for adjuncts
 - Leah to share this information – link/documentation will be found in our Meeting Minutes folder in our Teams channel
 - Next Adjunct Faculty Academy meeting to take place Thursday, October 10 at 6:00pm at the McKinney Campus
- Set expectations and focus areas
 - All meetings must be attended
 - Up to 1 absence is allowed
- Alignment with institutional objectives
 - <https://www.collin.edu/masterplan/index.html>

3. Administrative Updates (5 mins)

- New policies or changes impacting adjunct faculty
 - There is one fairly new Board Policy, presented in the newsletter: An important policy update about reporting scholastic dishonesty was passed in May 2024 by the Board of Trustees. The policy allows faculty to choose to assign a temporary "0" when they submit a student incident report of

scholastic dishonesty to the Dean of Students. This will notify students that a report was made and the hope is that the response time to the DOS will be faster. Be sure to check out the details including the updated information that will be added to the course syllabus.

- <https://www.collin.edu/hr/boardpolicies/may2024/FLBapproved.pdf>
- Subsequent meetings are virtual
 - First Monday of the Month – Teams invitations have already been sent out
- Volunteers
 - Individual to take notes and complete meeting minutes
 - **Thank you, Suzan Cameron, for volunteering for this!**
 - Potential other roles can be formed depending on any sub-committees are created
- Scheduling, evaluations, and other operational matters
- 4. Open Floor for Questions & Suggestions (10 mins)**
 - Address any concerns or ideas from committee members
- 5. Wrap-up & Next Steps (5 mins)**
 - Summary of action items
 - **Solution for scheduling issues**
 - **Will continue to discuss and try to come up with solutions**
 - **Creation of distribution list for adjuncts**
 - **Parameters listed above**
 - **Creation of documentation for new adjunct faculty members to be uploaded to eLC course shell**
 - **Areas to include are listed above**
 - **Potentially look into how to better communications between new adjuncts and mentors/discipline leads/ADs**
 - Discuss date(s) for the next meeting(s)
 - VIRTUAL meeting - Monday, November 4 at 6:00pm
 - Teams invitation has been sent out

Total Time: 1 hour

This agenda is designed to keep the meeting focused and efficient, while covering essential topics to set a strong foundation for the year ahead.

- Please let me know if there is anything additional you would like to discuss, and I can add it to the agenda.