

View results

Respondent

15

Anonymous

1692:53

Time to complete

1. Committee Name *

Adjunct Faculty Committee

2. Your Name *

Alyna Nathoo

3. Please add meeting minutes here. These minutes can be a summary of e-discussions, a summary of a Zoom meeting, or minutes taken in a FTF meeting. *

Adjunct Faculty Committee 2024-2025 Meeting Agenda

Date: Monday, November 4, 2024

Time: 6:00pm – 7:00pm // Start time 6:10pm – End time 7:02pm

Location: Virtually via Microsoft Teams

1. Welcome & Introductions (10 mins)

- Introduction of any new members – No new members. Attendance was taken.

- Overview of items discussed in previous meeting

- o Adjunct Performance Appraisal Component

- Coaching versus Disciplinary Process

- Guidance provided to Rebecca by Abe:

- Coursevite is a district-wide, fully vetted pool of available adjunct faculty. Any Ad or director will have the opportunity to invite them to teach on any campus. The flag is an advisory to the AD or Director that they need to call and consult with the previous supervisor so that if actions to improve teaching have been in place for the particular adjunct, it can continue allowing the faculty to improve.

- This is a non-negotiable aspect to maintain the best pool of adjuncts and give the adjuncts who need assistance to improve that opportunity.

- Guidance provided to Rebecca by HR:

- Here is the SOP that may help provide clarity on the current practice and that coaching is not disciplinary action:

https://www.collin.edu/perf_mgmt/Standards%20of%20Performance.pdf. We do encourage supervisors to have conversations and consider whether a coaching notice is necessary before moving ahead with entering one in WorkDay, but when they document it in WorkDay, it also helps ensure clarity between the supervisor and employee on what the expectation is and that HR has seen it in order to help ensure that as well. This SOP was drafted in an effort to bring more clarity and consistency to the process.

- o Creation of Distribution Lists for Adjuncts for different campuses

- We have been told that they are working on cleaning up the list. We also reached out to the Dean's group earlier this semester to see if they could provide a list of active adjuncts. There was some discussion about what was "active," to which we said we thought anyone scheduled during the current academic year! It is a real struggle, as the adjunct faculty population fluctuates a lot. However, this is still a work in progress.

- Potential to utilize the current Part-Time e-mail distribution list that is currently available in Outlook to send out communications as needed to provide some communications to adjunct faculty. Alyna to check with Rebecca on this to see if this is ok to do in the interim.

2. Other Items (30 mins)

- Discuss potential initiatives, goals, and priorities

- o August/September Faculty Council Discussion Points:

- Update on District-wide Discipline Hiring Rubrics

- Dr. Kyle Bellue (Associate Dean – Farmersville) shared updates on the districtwide search committee rubrics. These rubrics, shaped by subject matter experts, are set for use in the upcoming hiring cycle but may be refined afterward. Human Resources is reviewing rubrics

for 80-90 programs, with completion expected by late November and finalization by December 6th. Hiring grids can be tailored for specific positions before job postings, and hiring committees will be established early in this process. Additionally, a Canvas course is being developed to train faculty for hiring committee responsibilities, with more information forthcoming.

□ For questions or concerns, please contact Dr. Kyle Bellue at kbellue@collin.edu.

□ According to some members, rubrics will not be shared.

□ Health and Wellness Resources for Faculty

□ Michele Boverie from Human Resources provided the Faculty Council with a comprehensive overview of the health and wellness resources available to all Collin College faculty. Attached to this email is a hand-out she provided representatives that details these various resources ,and the presentation that explains them in more detail.

□ Discipline Caps

□ The Faculty Council also discussed upcoming changes regarding discipline-based enrollment caps. Districtwide scheduling will consider room capacity to maximize class enro

4. List members who have been contributing to the work of the committee since the last meeting (email, Zoom, in person) *

Alyna Nathoo
Tammy Cain
Suzan Cameron
Shellene Foster
Taylor Ehrhart

5. List items your committee has COMPLETED since the last committee report-- include subcommittee work, person(s) responsible for action items, and details about how the work was completed. *

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6. List *current* items your committee is addressing; include status updates, action items completed, actions items pending, subcommittee work, person(s) responsible for action items, and details about the ongoing work. *

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7. What is the date of your next e-discussion, Zoom meeting, or FTF meeting? *

Virtual via Teams - Monday, December 2, 2024 at 6:00pm CST

8. Have committee members been made aware of the next e-discussion, Zoom meeting, or FTF meeting? *

Yes

No

9. Are there any issues regarding committee scope, mission, on-going work, or committee members that you chose not to include in the above information of which FC leadership should be aware ? *

No



10. Thank you for completing the report. Please rate the current work of your committee. *

