Adjunct Oversight Committee Meeting
Tuesday Dec 5 2017 2:30-4 PM   MYBK 209 (History Department Seminar Room)

Agenda
1. Approve minutes (below) [NOTE: I forgot to ask for approval of those minutes]
2. Review recommended Best Practices & suggestions for committee’s role in tracking them (below, following Nov 9 Minutes)
3. Discuss any info on adjunct pay, headcount, 3-year trends, etc. that Todd has gathered and how to store this info so future committees will have ongoing access
4. Discuss usefulness of Yammer for adjunct faculty and whether to create an Adjuncts Only channel
5. Discuss guidelines committee may provide (before meeting, please add suggestions to draft here)
6. Discuss when/what to report to Faculty Senate and how to solicit any concerns or issues

Draft Minutes for 12/5/2017 meeting  2:30 PM

All committee members present.

Todd McNerney had to leave early so we discussed his material first: the preliminary data he had gotten from Academic Affairs regarding our adjunct headcount, credit hour production, and compensation for 2014 through 2017. We were not entirely clear on the meaning of the first table of “Full-Time” vs “Part-Time” faculty. Todd thinks that adjuncts who teach 12 credit hours are not included on this list, although in some data the College has reported in previous years, they have been part of the “Full-Time” number. Todd will clarify this for us.

Todd will also ask for adjunct reliance numbers for the ten departments whose adjunct reliance is highest.

We agreed that Academic Affairs should be responsible for providing annual updates of this “dashboard” data to this committee, as Deanna had suggested to Todd. Data will be added to a spreadsheet that future committees can always access.

Phyllis noted that there should be an institutional policy stating what our adjunct reliance should be (or should not exceed). This is on the list of suggested C of C Best Practice that Julia created 2 years ago. Julia suggested that in the absence of an institutional policy, departments could formulate a plan for their own desired level of adjunct reliance, but Phyllis pointed out that having a departmental policy would not have any impact on the number of lines available to any department.

Cheryl shared a question she’d received from another adjunct who learned that she no longer was eligible to participate in the retirement program. We looked up Employee Benefits on the website and found a policy suggesting that only “newly hired adjuncts” could opt into the retirement plan, which raises the question of what a “newly hired adjunct” is. Since adjuncts
are technically hired for a single semester, shouldn’t they be eligible to opt in each time they are hired? We need to get clarification on this. **Cheryl will inquire** and let us know what HR tells her. New Faculty Orientation seems not to provide adequate information or guidelines that are helpful to faculty. Cheryl also had questions about how to enroll in the health plan if one was eligible—she is an example, because she will be teaching 12 hours next semester, but this semester she’s not eligible. When can she enroll? When does eligibility begin? We weren’t sure. We agreed that we would like to have a one-page handout specifying all benefits available to adjunct faculty. This should be available to all chairs/program directors and should be provided to adjunct faculty with their contracts.

We reviewed the drafted guidelines previously circulated. We agreed to remove a reference to Courtesy Titles—this is spelled out in the FAM and could, someday, be tied to an actual career ladder for adjunct faculty, but the committee felt that at this point, the titles don’t have any impact on how collegial or welcoming a department is, so we will not mention them.

Other drafted guidelines were deemed satisfactory. When discussing practices for hiring adjuncts, Sorinel asked how people across campus found qualified adjuncts; it’s not always easy. Phyllis said she asked her faculty for suggestions of qualified local people who might be available, and Mary Ann said Hispanic Studies ran an ad. Cheryl said she took the initiative of sending her materials to C of C, and that more people would do that if departments ran some sort of ad. Sorinel noted that CUR and the American Association of Physics Teachers will run ads for free. We looked on the College’s Employment page and saw that SSM has an ad for an “Adjunct Pool” as well as an announcement that there are immediate adjunct vacancies in Mathematics. Phyllis suggested that every School should have such an ad for an adjunct pool. **Julia will add this to our list of suggested guidelines.**

We also discussed having adjuncts participate in department meetings. Mary Ann said that several adjuncts attend their monthly meetings and serve on committees, voluntarily. In larger departments, adjuncts could elect a representative who would attend monthly department meetings; departments could choose to pay a small stipend for this work, using their operating budget.

Mary Ann said that adjuncts also attended professional development meetings and were paid for this work. **Julia will confirm** that the funds that were previously allocated for Adjunct Professional Development are still available and if they are, mention them in the Guidelines—advise chairs/program directors how to access these funds.

Cheryl reported that she had been exploring Yammer and noticed that there is an “Adjunct Faculty” group but that nobody uses it. [After the meeting Julia saw that there are 83 members of the “Adjunct Faculty” list on Yammer, but we don’t know if those are adjuncts, administrators, or both. In any case, we probably have more like 375 adjuncts who could be included.] **Julia will try to get all adjuncts added to this group** [or perhaps form an Adjuncts Only group?], and **when we report to the Senate in the Spring, Cheryl will urge adjuncts to use it as a way to build community, share concerns and advice, etc.**
We will meet twice next semester. **Julia will send out a doodle poll** and after the times are set, will announce our meeting times publicly.

**Julia will put us on the Faculty Senate agenda** to make a brief report in January. In this report, we’ll announce our meeting times and tell faculty what we’re doing in the committee’s first year. Before the January Senate meeting, **Julia will send the suggested guidelines to all chairs and program directors, and post it on the committee’s Senate webpage.**

**Phyllis will contact HR** and request that they produce a one-page explanation of employee benefits that are available to adjuncts and when/how they may access these benefits. We will discuss this at our Spring meetings. Depending on what we find out, we may also make recommendations to Academic Affairs for strengthening adjunct benefits or clarifying exactly what is available.

For our Spring meetings, we also plan to do the following:

**Meeting #1:** Compile a list of questions for a Qualtrics survey to be sent to all adjunct faculty. (Now that the Nominations Committee is keeping a list, we can use that list to send the link to the survey.) The survey will invite adjuncts to share their concerns with us. We will also share with them the suggested guidelines and ask for their input on how they might be revised or improved.

**Meeting #2:** Review the results of the survey and decide on any action we may need to take. We will revise the guidelines, including the finalized summary of employee benefits, and share the updated version with chairs as they begin to do their hiring for Fall 2018. In addition, of course, we will respond to any other concerns or suggestions we receive from members of this committee and other interested faculty.

The meeting adjourned at 3:45 PM.

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