Adjunct Oversight Committee
January 26, 4 pm, Maybank 209
Present: Phyllis Jestice, Julia Eichelberger, Mary Ann Blitt, Todd McNerney

1. Approve minutes from Fall meetings
Again I forgot to do this. Can we please retroactively agree to approve the minute from our 2 Fall meetings?

2. Discuss statistics on C of C’s adjuncts & how to obtain & share this info
   There was much discussion of the 5-page memo provided to us that afternoon. Some of the figures were initially confusing or seemed inconsistent with one another, but we eventually figured them out. F 2017 data were not provided but the memo says they will be provided as soon as they are prepared to be sent to IPEDS.
   We agreed that our goal in collecting this information, in fulfillment of our committee’s charge, was to track the major data points: what is the “standard” pay rate for adjuncts, how many adjuncts do we have, how many & what percentage of course sections are taught by adjuncts, how many and what percentage of credit hours are taught by adjuncts. This will be presented in a report we plan to present at the April Senate meeting. (We should also be able to provide comparable data for the past 3 years, based on Assoc Provost’s memo).
   These numbers should become the baseline; future committees can report on trends in these same statistics. When we report this in April, we will also advise future committees to request this data by a certain date (perhaps no later than 1 March?) and we will request that Academic Affairs proactively provide it as soon as it’s available.
   Todd will ask Deanna for the following:
   - The approximate date the info is provided to IPEDS
   - The ten departments with the highest adjunct reliance
   - The pay scale for adjunct faculty teaching labs for science courses

3. Discuss info needed from HR re adjunct benefits and how to access them
   This too was the subject of much discussion and clicking around on the links provided in the memos sent to Chairs/Program Directors in S17 and F17. It is currently unclear to this committee exactly when an adjunct faculty member becomes eligible for health care coverage and what that coverage costs. Retirement benefits and their windows of eligibility were also unclear to us. Phyllis reported that Sandy Butler had not yet had time to respond to our request. Phyllis will ask that she respond in time for our Feb 23 meeting. We plan to report on benefits in our report to the Senate in April. Meanwhile the Welfare committee will also be alerted re the need for greater clarity on benefits for all faculty.

4. Discuss possible questions for survey of adjuncts this Spring
   A list of questions was developed and will be circulated to all the committee for comment. Phyllis will assist with getting the questions into a Qualtrics format and Julia will circulate the link to adjuncts on the C of C listserv and on Yammer. Each question will be in “Strongly Disagree—Disagree—Agree—Strongly Agree” format, with a space for comments. We will then discuss the results at our Feb 23 meeting.

5. Discuss other questions or concerns
   These were covered while discussing 2 and 3, above.
Proposed Questions for Qualtrics Survey of Adjunct Faculty

1. I have the information I need to do my job.
2. I have the space and materials I need to teach my assigned courses.
3. I have the space and materials I need to keep office hours.
4. I feel included in my department or program.
5. I understand when and how I will be evaluated.
6. I believe I have been evaluated fairly in the past.
7. I understand what resources are available to further my professional development.
8. I know whom to contact if I have questions or concerns.
9. I have the information I need to make decisions about the benefits I’m eligible for.

--All Questions will have the following options for response:
   Strongly Agree—Agree—Disagree—Strongly Disagree

--Each question will also provide a box where open-ended comments may be included if the respondent desires.

--Survey will be anonymous. (Perhaps explore whether we should look into making sure a person can only respond once? Or is that impossible?)

--Survey will be open for approximately two weeks and will be completed in time for our Feb 23 meeting.