

9/20/13 Minutes – Adjunct Faculty Committee Meeting

Attending: Andrew Marks (Social Work), Laura Ellis-Lai (English), Sherri Mora (Political Science), Katie Salzmann (Library), Don Huebner (Geography and Freeman Center), Jana Proff (CDIS), Maureen Lemke (Biology), Britney Webb (HHP), David Nolan (Journalism and Mass Comm), Elizabeth Morgan Russell (Family & Consumer Sciences), Brandi Wilburn (Radiation Therapy), Wendi David (Chem & Biochem), Walter Dorman (Mathematics), Sue Stewart (Comm Studies), Jessica Ligon (C & I)

1. Introduction

Dr. Debra Feakes called the meeting to order and started introductions.

2. Background and History

A brief history of the Adjunct Faculty Committee was discussed, emphasizing the need for the committee given the fact that over 50% of faculty members at Texas State are Adjunct Faculty.

3. Election of Officers

The positions of Vice Chair and Secretary of the Adjunct Faculty Committee are vacant. In the past these roles were filled by volunteers. *Those willing and able to serve in either capacity please email Debra Feakes.* In the event of an overwhelming response, the committee will vote on the volunteers. Walter Dorman 'highly recommends' the position of Vice Chair.

4. Summary of recent accomplishments

The committee recently:

- developed a workload release, development leave process for adjunct faculty (see discussion in item 5)
- set up a process to recognize part-time teaching excellence through an award

5. Workload Release Program, process, and evaluation

Sept. 12 notices went out inviting applications for Adjunct Faculty Workload Release. Application will be due to department chairs on Oct. 11 and to the Faculty Senate on Oct. 21. Proposals will be added to a committee TRACS site and all committee members will review the proposals, rank them according to a rubric, and meet on Nov. 1 from 1-3pm to evaluate the proposals. This

follows a similar procedure to that used by the Faculty Senate to evaluate Faculty Development Leave proposals.

- 42 workload credits total are available to be awarded
- applicants must have a 100% teaching appointment at the time of application
- committee members are not eligible but departmental liaisons are eligible
- Program Faculty are not eligible
- suggestion to use Senate Faculty leave rubrics for evaluation and a previous rubric developed by the committee was provided for comparison
 - the committee-produced rubric did not include service as a workload release activity, but the consensus was to add service to the list in part A
- for the evaluation process, individual presentations by applicants was judged to be problematic – instead encourage applicants to contact their departmental committee member to advocate for their proposal
- Debra will finalize the leave evaluation rubric and post on the TRACS site for review and any comments
- 2 concerns were noted
 - what would happen if the awardee of the workload release did not have a contract renewal?
 - if any malicious pressure from departments is noted, please share that information with Debra Feakes

6. Part-time teaching award

The rubric developed by the Adjunct Faculty Committee has not yet been accepted due to 2 questions.

- What does <75% FTE mean? Debra stated clarification was necessary to prevent overlap between eligibility for the Presidential Award in teaching and the Part-time Teaching Award
 - Concern was noted that we don't want anyone to be excluded from being rewarded for teaching excellence. The consensus was to designate the Presidential Award for those with 100% FTE and the Part-time Teaching Award for those with anything less than 100% FTE in the previous year.
- The University College wants representation for consideration of staff teaching US 1100
 - Staff are eligible for other awards and the nature of US 1100 has changed, such that little teaching innovation or development is required for the course.
 - the committee does not recommend including staff for consideration in the Part-time Teaching Award

--we don't need a break ☺

7. Goals for the upcoming year

Debra provided an overview of progress made on previous goals:

- modifications to parking for per course faculty --- those faculty can now purchase 1-semester passes for \$112, but have been asked to give up their access cards. Debra will check with Nancy Nussbaum on denial of access cards
- workshops for Adjunct Faculty – Nathan Bond will discuss faculty development at a subsequent committee meeting

Goals for 2013-14 year:

- Develop an orientation process to smooth the transition for new hires, especially *per course* hires. The experience across campus is variable and problems getting people appointed in a timely manner to efficiently carry out their duties was noted. This process affects retention and the capacity for teaching excellence
- Develop and collect policies for Adjunct Faculty in a central repository. What policies would Adjunct Faculty like to see implemented? How can the University achieve fairness for Adjunct Faculty across campus? We will specifically consider these questions at our next meeting.
- Recognition of Adjunct Faculty on the University website –
 - THANKS to Michel, Jana, Britney, and Andy for their efforts to set up and improve the Adjunct Faculty website.
 - information for the website will be gathered once a year
 - encourage colleagues to share their accomplishments
 - for timely recognition of Adjunct Faculty efforts, Debra will encourage the department chairs to submit recognition for inclusion on the University web banner
 - suggestion to develop a showcase of Adjunct Faculty accomplishments, perhaps in the ballroom with attendees presenting their creative/scholarly activities
 - the Faculty Senate has a budget for these types of activities
- Will a process for phased retirement of Adjunct Faculty be developed?

8. Items from the floor

What is the new definition of a Professor of Professional Practice?

Adjournment (Debra Feakes' efforts on behalf of the committee were recognized).

10/18/13 Minutes – Adjunct Faculty Committee Meeting

1. Introduction of Officers

Dr. Debra Feakes called the meeting to order and introduced officers for the 2013-2014 year:

Vice Chair – Sherri Mora (Political Science)

Secretary – Wendi David (Chemistry & Biochemistry)

2. Opportunities for Adjunct Faculty and Adjunct Faculty Orientation

Dr. Nathan Bond, a faculty member in Curriculum & Instruction and the Assistant Director of the Academic Development and Assessment (ADA) office, discussed the role of the ADA office in providing professional development for faculty.

2a. Resources available for faculty, including adjunct faculty. The challenge in efficiently identifying relevant resources was noted. (Adjunct faculty at Texas State are defined as faculty who are not tenure-track or tenured.)

- ADA is one of 5 offices on campus that provides professional development for faculty
 - ADA (Nathan Bond, Assistant Director; <http://www.ada.txstate.edu/>) focuses on professional development of classroom teaching
 - Office of Professional Development (Marsha Moore, Director of Professional Development; <http://www.txstate.edu/pdevelop/>) focuses on personal professional development for faculty and staff
 - Instructional Technologies (Milt Nielson, Assoc. VP; <http://www.its.txstate.edu/>)
 - Alkek Library (Margaret Vaverek, Faculty Outreach Librarian; <http://www.library.txstate.edu/>)
 - Research Support (Mike Blanda, Asst. Vice President for Research and Federal Relations and Dr. Gail Ryser, Director of TREC; <http://www.txstate.edu/research/Resources/faculty-research-support.html>)
- ADA provides 4 main resources for faculty
 - Workshops modeled on Professional Learning Communities. These workshops are a new initiative developed by Dr. Bond to build a faculty learning community specifically for adjunct faculty. The workshops are the 3rd Wed. of every month and suggested topics for future workshops are welcome.
 - Development of teaching and learning excellence for new faculty
 - Orientation for new faculty the week before classes begin in Aug
 - International and Globalization workshop

2b. Adjunct Faculty Orientation

Discussion focused on how ADA can assist in more effectively integrating adjunct faculty into the orientation processes that are already available and what additional resources are needed for addressing challenges specific to part-time and per-course adjunct faculty.

Challenges:

- Many per-course or part-time faculty are hired just before classes begin and after the new faculty orientation is offered
- Many per-course or part-time faculty are hired in mid-year when no faculty orientation is offered
- Many per-course or part-time faculty have very limited schedules due to outside or additional employment
- Faculty records integration of new part-time adjunct faculty prevents timely set-up of necessary course –related materials, including TRACS sites, email, etc.
- Some university departments lack effective mentoring of adjunct faculty and are not communicating with adjunct faculty regarding available resources

Suggestions:

- Compile an ‘essential topics’ list for orientation of adjunct faculty
- Develop an online option for different segments of orientation that could be completed by adjunct faculty who are unable to attend the August new faculty orientation
- Offer make-up orientation session?
- Compile a ‘Critical Contacts’ list for university departments to give to incoming adjunct faculty
 - PPS 4.01 and 4.02
 - TRACS set-up
 - HB2504 requirements
 - How to use technology? Who to call when not working?
 - Other items to include?
- Make sure each department has a designated adjunct faculty contact person and is aware of minimum expectation for communication of important information to adjunct faculty
- Nathan Bond offered to develop a PowerPoint through his office to be available to late hires and per-course faculty → *send ideas to Nathan of what should be included*

- Develop a handbook of FAQs for adjunct faculty, make available online (use C&I template, Patrice Warner?)
- Nathan Bond closed with an offer for his office to create a continuing workshop for adjunct faculty

3. Part-time Teaching Award

Dr. Cynthia Ophem will meet with the Faculty Senate on Nov. 6 to discuss this award. Those who are 100% FTE will be eligible for Presidential Awards and those <100% FTE will be eligible for the Part-time Teaching Award

4. Workload Release Program, Process, and Evaluation

Nov. 1 members will meet to review applications, which will be available on the TRACS site. Score the applications prior to the meeting to facilitate discussion. Applications will be ranked on Nov. 1 and voted on the following meeting. Members who can't attend physically may attend by phone to participate in the discussion of applications.

The Provost will cover 42 workload credits, but encourages departments to try to cover costs.

5. Work Life Advisory Council

During Nov. 15 meeting results of the 2013 work life survey will be presented. Differences between the recent survey results and results from the 2004 survey were noted.

6. Items from the floor

Collect ideas for adjunct faculty orientation

use a survey?

email list of non-tenure track and part-time faculty?

members poll peer faculty?

view model from Math

Adjournment

11/15/13 Minutes – Adjunct Faculty Committee Meeting

Glynda Betros, Andy Campbell, Wendi David, Yvonne Eixmann, Laura Ellis-Lai, Debra Feakes, Pat Gibson, Maureen Lemke, Jessica Lignon, Andrew Marks, Amy Meeks, Sherri Mora, David Nolan, Britney Webb, Brandi Wilburn attending.

1. Announcements

Dr. Debra Feakes called the meeting to order and gave several announcements:

-workshop for adjunct faculty by Nathan Bond (11/20/13 3-5pm, Alkek 105-106; part of the fall 13 series of 3 workshops)

-adjunct faculty workload release recipients received notification of the award; out of 11 applicants, 10 received release, 1 recipient will spread release over 2 semesters.

2. Work-life survey – presentation by Dr. Roseann Mandziuk

Dr. Mandziuk, a Professor in Communication Studies, was a Presidential Fellow in 2004 when the work life survey was first formulated and administered to Texas State faculty and staff. She is also a member of the Texas State Presidential Advisory Council that administered the survey again in 2013. Dr. Mandziuk introduced Ms. Rose Trevino, the full-time work life coordinator for Texas State and outlined changes at Texas State as a result of the initial work life survey in 2004 before comparing results from the 2013 survey.

2a. Changes at Texas State as a result of the 2004 work life initiative and survey include

- establishment of the permanent Presidential Work Life Advisory Council
- formation of the Work Life Coordinator position
- changes in the Employee Assistance program
- tenure clock suspension policy

2b. 2013 survey results (Debra Feakes emailed the PowerPoint presentation from Dr. Mandziuk to committee members.)

- General results
 - 21% response rate; 29% of those were non-tenure track
 - change at Texas State is needed, climate not supportive of new policies
 - 68% agree that expectations have significantly changed with the Emerging Research Status of Texas State
 - word picture of open comments reflects concerns with changing expectations and maternity leave

- Comparative results between 2004/2013
 - same perception of chair/colleague support
 - increased percentage perceive choice between career advancement and family needs
 - 30% disagree that new policies are 'good'
 - paradoxically, perceived stress levels have decreased from 75%-->60%
 - substantial number of respondents perceive that they would suffer penalties (or loss of job in case of adjuncts) if they took advantage of work life policies
 - ~30-40% of respondents foresee needing childcare and eldercare policies
 - fewer respondents are aware of advancement opportunities at university
 - discrimination was more frequently cited as experienced or presenting barriers to advancement at Texas State
- Conclusions
 - data is important to inform policies at Texas State and needs wide dissemination

2c. Discussion of the Texas State definition of *Adjunct Faculty*

- lack of clear perception of what constitutes *Adjunct Faculty* at Texas State
- many adjunct faculty feel vulnerable due to this lack of consistent perception
- confusion on roles of adjunct faculty exists
- How to ensure equity in application of policies?
- one suggestion to work with administration on a way for adjunct faculty to achieve tenure or job security

The committee requested that the data from the work life survey in 2013 be parsed according to tenure-track or tenured *versus* non-tenure track faculty.

3. **Part-time Teaching Award**

Debra Feakes handed out the DRAFT POLICY, which will be ready to go Feb. 15 if it is approved by the Council of Academic Deans. She noted a clarity of terms in the policy defining the award for any faculty with <100% fte in either semester of an academic year.

4. **New Faculty Orientation**

Debra Feakes will meet with Faculty Records to discuss orientation plans for new adjunct faculty. She provided a handout with the Calendar for New Faculty and proposed using the **Tues., Aug. 19 session from 2:30-4:30** as a mandatory session specifically for adjunct faculty. A notebook or other presentation notes could be made available for adjunct faculty unable to attend this mandatory session. Alternatively, repeating sessions could be offered. On the calendar, this Aug.

19 session is a TRACS session but the TRACS session is repeated 2 additional times during the orientation week so adjunct faculty would be able to attend a different TRACS session.

- Starting Fall 14, the new general education requirements will be incorporated and information related to these will be critical for many new adjunct faculty teaching courses incorporating the gen ed requirements.
- Milt Nielson (of ITAC) will attend the first meeting of the Adjunct Faculty Committee in the spring semester. **Bring a list of topics (prioritized) that you think should be covered during the 2h orientation session.**
- **Gather resources for new adjunct faculty to share on TRACS**

Debra will also propose having ongoing monthly sessions focusing on course design and other relevant topics for adjunct faculty. Milt Nielson of ITAC is enthusiastic about helping to develop these sessions. A potential time for the first of these ongoing sessions could be on Fri, Aug 29, concurrent with a similar session for tenure-track faculty.

5. Items from the floor

- A motion was made and seconded to have four adjunct faculty committee meetings in Spring 2014.
- discussion of disparity in policies across different departments on campus, especially in regards to workload for large classes, equity between adjunct and tenure-track workload for courses, and summer teaching assignments
- question regarding who is eligible for 12-month salary spread

6. Adjournment

02/14/14 Minutes – Adjunct Faculty Committee Meeting

1. Announcements

Dr. Debra Feakes called the meeting to order and gave several announcements:

- meet on Feb. 28 for online course information
- revised meeting schedule 3/21, 4/4, 4/18
- Debra will invite David Wiley, Chair of the University Honor Code, to talk about cheating and handling instances of cheating
- reminder to get the word out about Nathan Bond's workshops
- concern about email and NetID continuation for part-time adjuncts → it is the responsibility for individual departments to request continuation of email access and NetID. Faculty can also have Texas State email forwarded to another address indefinitely.

2. Milt Nielson, Associate Vice President for Instruction Technology

Milt Nielson discussed how his office would participate in Adjunct Faculty Orientation sessions and on-going training.

2a. He gave an overview of what the office of Instructional Technology offers:

- Technology Integration workshop in August, which focuses on maximizing technology for increasing effectiveness of learning
- Help with creating online courses (MS in nursing and courses in social work are current projects)
- Short courses in Adobe, Microsoft, *etc.*
- Online vignettes for TRACS, WP, and GATO questions and training
- Regular tool-based workshops for topics such as shooting video, integrating technology with PowerPoint, other technical skills
- 8 instructional development staff

2b. Milt suggested offering and overlapping series of workshops during the semester so that adjunct faculty could choose participation to fit their needs and time constraints

2c. Questions from committee members

- What kind of training is required for online courses?

- Milt responded that training is required only if the department requires it. However, Instructional Technologies is available to help plan and implement online courses according to best practices.
- What types of workshops would be offered for adjuncts?
 - Milt Nielson will send a list of topics that are currently offered as short workshops
- How would the available resources best be presented to a mobile workforce of adjuncts with varying schedules?
 - Short training videos or vignettes may allow faculty to earn 'badges' for pedagogy or technology incorporation. The 'badges' concept is under consideration.

3. Adjunct Faculty Accomplishments

Everyone needs to ask their departmental and college colleagues to submit profiles of their accomplishments to Jana for inclusion on the Adjunct Faculty Committee webpage.

Debra will contact work-load release recipients to highlight the topics of their release awards.

4. New Adjunct Faculty Orientation

Debra Feakes presented a binder of orientation information that she developed for new adjunct faculty hires in Chemistry & Biochemistry. She has also coordinated with the Faculty Senate and the Senate is willing to pay for a binder of information for each new adjunct faculty member. Some discussion centered on the best means of disseminating the information – whether a written binder, a jumpdrive of electronic information, or a central web repository of information would be best. The different resources are not mutually exclusive. All agreed that even if written binders or jumpdrives were provided to new faculty, an online resource that could be easily updated is necessary.

It was reiterated that individual departments share responsibility for orientation of new adjunct faculty, but the orientation received is not equitable across departments on campus. The committee will develop a departmental 'best practices' list with respect to the responsibilities of individual departments.

The following people volunteered to spearhead gathering information for the Adjunct Faculty Orientation:

- Jana will coordinate **Web Resources**
- Sherri will coordinate **Gen Ed requirements and assessments info**
- Laura will coordinate information about **Perks for Faculty**

- David will gather information for a feature called **About Texas State**
- Andy will coordinate information about the **Office of Disability Services**
- Amy will coordinate **Student Services** information
- Yvonne will gather information concerning **FERPA**

BRING INFO to Mar. 21 Meeting

5. Items from the floor

- What opportunities exist for promotion of adjuncts?
 - Debra will find the PPS for per course fees and tracks available for adjunct faculty to facilitate further discussion on this topic.
- Any hope for workload consistency?
 - Probably not – workload assignment is up to departmental chairs, within budget constraints
- The award for online courses is only available to full-time faculty. Why?
- How will weather delays be handled in the future?

6. Adjournment

03/21/14 Minutes – Adjunct Faculty Committee Meeting

Attending: A. Campbell, W. David, W. Dorman, S. Duffy, D. Eure, P. Gibson, A. Meeks, S. Mora, D. Nolan, S. Okere, J. Proff, K. Salzman, BJ. Spencer, B. Webb, Andrew by phone

1. Announcements

Dr. Debra Feakes called the meeting to order.

-A list of liaisons and representatives for the adjunct faculty committee was distributed

2. Part-time teaching award

- Nominations for the Part-time teaching award are due on Mar. 28th. Applications will be due Apr. 11
- By Fri, Mar. 21 *nine* nominations had been received, not including one person who didn't apply since they were 82% FTE
- University College and Honors are not included in this award
- in the future, make sure anyone who is <100% FTE is aware of the award
- Valerie will notify nominees about what to submit for the application. Submissions will be posted on a TRACS site
- Evaluations will be *per* College
- Each college will form a committee to be composed of liaisons and AFC members from the college to evaluate the proposals. The college committees should meet sometime in between April 16-30 to choose the best application from that college. The name should be forwarded to Valerie.
- Recommendations will be due to the Faculty Senate by the first Wed. in May (May 7)
- Debra will send out the most recent revision of the award rubric instructions

3. On-going training

Debra collated a list of topics proposed for on-going training through Dr. Nathan Bond's office. The committee condensed the list into **5 main topics**:

Active Learning

Assessment

Adjunct Career Development

Advancing the Classroom 1: Teaching

Advancing the Classroom 2: Management

4. New Adjunct Faculty Orientation

The Faculty Senate agreed to provide ~150 jumpdrives loaded with electronic content to new adjunct faculty attending orientation.

Debra developed a Table of Contents for topics to be included on the jumpdrives. Material will also be linked or available from the AFC website.

The following people reported on progress gathering information for the Adjunct Faculty Orientation:

- Jana is coordinating **Web Resources**
- David Nolan is coordinating **About Texas State**. He has already compiled demographic info, interesting facts, info on a Virtual tour of campus, etc. Suggested to include a list of Colleges/Departments/ Chairs at Texas State.
- Sherri is coordinating the **Gen Ed requirements and assessments info**, including HB 2504 requirements, Net ID. She provided this information to Debra.
- Andy is coordinating information about the **Office of Disability Services**. He prepared a handout of available resources and packaged them together in one place.
- Amy is coordinating **Student Services** information and had a list of FAQs. Send additional suggestions for information to be included in this topic to Amy at am23@txstate.edu

BRING reviewed documents to Apr. 4 Meeting

5. Items from the floor

- don't forget to have adjunct faculty send their accomplishments to Jana Proff for inclusion on the AF website. jh95@txstate.edu
- any conflicts with adding a May 2nd meeting for the committee? Let Debra know.

6. Adjournment

04/04/14 Minutes – Adjunct Faculty Committee Meeting

Attending: L. Cogswell, W. David, S. Duffy, J. Ligon (phone), A. Marks, S. Mora, D. Nolan, S. Okere, J. Proff, BJ. Spencer, B. Webb

1. Part-time teaching award

- Nominations for the award have been received and the breakdown per College is:
 - Applied Arts – 6 applications
 - Business – 5
 - Education – 10
 - Fine Arts – 7
 - Health Professions – 1
 - Liberal Arts – 7
 - Science and Engineering – 4

- Applications will be due on April 11 and available for evaluation on April 15
- College committees will meet and rank candidates before April 28 using an Excel-based rubric (provided by Valerie and based on the qualifications for awardees)
- This committee will need to meet before May 7th – Debra proposed a meeting for May 2nd, instead of our normal meeting scheduled for April 18.
- Winners will receive \$1000 and will be acknowledged during College Convocations
- Evaluations will be *per* College, with the summative results due to Valerie before May 2
 - Suzy will chair Health Professions evaluation committee
 - Shannon will chair Liberal Arts
 - Andy Marks will chair Applied Arts
 - Andy Campbell will chair Fine Arts
 - Jessica will chair Education
 - Wendi will chair Science and Engineering
 - Yvonne will chair Business

2. New Adjunct Faculty Orientation

2a. The following sessions will be held for New Adjunct Faculty orientation:

Tues. Aug. 19 2:30-4:30pm in CHEM 100

Wed. Aug. 20 9-11am in CHEM 100

The sessions will be videotaped by ITAC and loaded jumpdrives will be available to participants.

Initially AFC will implement the orientation, with the expectation that Faculty Records will take over implementation after 1-2 years to provide institutional commitment and continuity.

2b. How will these session times be communicated?

Debra will ask Faculty Records to add the dates to their agenda for new faculty and will communicate with departmental Chairs at the Council of Chairs.

An announcement will be posted on the AFC website

2c. Update on information to be included in the Adjunct Faculty Orientation:

- Jana is coordinating **Web Resources**. For the website she envisions a TAB for general information that will link out to resources for additional detail. The goal is to provide the resources without overwhelming new faculty with too much to sift through.
- Amy is coordinating **Student Services** information and provided a list of FAQs, incorporating suggestions from committee members. Additional suggestions discussed including
 - Responsibilities of faculty members for PAWS early alert
 - info for Writing Center, TOEFL, supplemental instruction
 - Protocol for on-campus emergencies (First call UPD)
 - List of campus buildings with physical addresses
 - Athletic Academic Center contact and dealing with student athletes (excused absences, NCAA compliance issues)
- Debra relayed information about “Brilliant Bobcats”, a program designed initially for probationary students to give them the tools to be successful. The workshops are open to all students and include time management, financial management, and other tools.
- Students would benefit from access to IT workshops as well.

3. Items from the floor

- don't forget to have adjunct faculty send their accomplishments to Jana Proff for inclusion on the AF website. jh95@txstate.edu
- think about summer schedules for meetings once a month in May, June, July
- also consider availability to help Aug 19-20 during the New Adjunct Faculty Orientation

4. Adjournment

05/02/14 Minutes – Adjunct Faculty Committee Meeting

Attending: A. Campbell (phone), W. David, W. Dorman, Y. Eixman, L. Ellis-Lai, D. Feakes, P. Gibson, J. Ligon (phone), A. Marks, S. Mora, D. Nolan, S. Okere (phone), J. Proff

1. Part-time teaching award

- Discussion centered on what to change or consider for next year
- Observations regarding rubric used for scoring applicants:
 - Continuing education/ professional development
 - What if applicant is already accomplished in field?*
 - Change this part of rubric to include level of expertise?*
 - Learning activities vs. course activities
 - Recommend to combine this category?*
 - How are the two different, or clarify goal for each component*
 - Incomplete packets
 - Give greater guidance to applicants, perhaps a packet example provide a checklist of items?*
 - Syllabi from different courses
 - What about honors courses that are already vetted?*
 - How should general education courses be compared to graduate courses?*
 - Letters vs. student evaluation comments
 - What about faculty without access to student evaluations?*
 - Senate includes letters in support of nominees for Presidential awards*
- What aspects of rubric should be tweaked?
 - Ask applicant to provide information on *how* submitted evidence addresses the rubric
 - Cap the length of the application?
 - Rubric was developed to keep elements simple
 - Submit a syllabus for information, but not for points
 - Weight teaching philosophy more heavily (including course components that are appropriate and evidence of continuing professional activities or expertise)
 - Weight a sample activity/project more heavily
 - Include student evaluations or letter(s) from student(s) or peer faculty
- Sherri and Laura will prepare prompts for applicant narrative with regards to the teaching philosophy
- Goal will be to put into online application that will limit the length of material and keep all applications uniform

2. New Adjunct Faculty Orientation

Debra distributed Outline of topics to be covered and Calendar

Tues. Aug. 19 2:30-4:30pm in CHEM 100

Wed. Aug. 20 9-11am in CHEM 100

Tues. Aug 19 6:30-8:30pm session will be added

IT will tape both daytime sessions

Think about what you want presented during the sessions, as opposed to information available only electronically.

Goal for jumpdrive to be complete by Aug. 1st.

3. Items from the floor

- don't forget to have adjunct faculty send their accomplishments to Jana Proff for inclusion on the AF website. jh95@txstate.edu
- push for liaison roles for every department
- Meetings in summer → June 13, 2pm (David's birthday☺); July 11, 2pm; Aug. 1, 2pm

4. Congratulations to Debra for being chosen as the Presidential Fellow next year!

5. Proposed topic for next year's committee

Laura proposed a topic for the AFC to consider next year – ***What is the process for promotion for adjunct faculty?***

PPS 7.22 has information on senior lecturers (senior lecturers have service commitments and course development duties)

If your department has policies regarding lecturers please send them to Debra Feakes.

6. Adjournment

06/13/14 Minutes – Adjunct Faculty Committee Meeting

Attending: W. David, D. Feakes, M. Lemke, A. Marks, A. Meyer, S. Mora, D. Nolan, K. Salzmann, B.J. Spencer

1. Announcements

The new chair of the adjunct faculty committee (AFC) next year will be Dr. Vedaraman Sriraman. Debra will continue as chair during the summer and to complete the adjunct faculty orientation in August.

2. Part-time teaching award

- The PPS for the award needs to be posted after revisions. (Debra will send an electronic copy for review.) At the July meeting of the AFC we will finalize revisions to the PPS.
- Part-time faculty eligible for this award will include ANY who are less than 100% FTE in both semesters. University College and the Honors College will not be included since faculty in those colleges are covered by other awards or are staff who are not responsible for course development.
- **Laura Ellis-Lai and Sherri Mora** prepared a new draft teaching evaluation instrument to be used for the part-time teaching award (attachment was distributed). The evaluation rubric included scoring of 4 Teaching Practice Prompts that applicants would complete.
 - Everyone thought the Teaching Practice Prompts were well-crafted to reflect applicant's actual teaching effectiveness. Discussion centered on the word limit for the Prompts and the attachment of supportive documentation by the applicant. Consensus was to keep 300 words per Prompt and allow additional documentation to support evaluation of teaching effectiveness.
 - The rubric item related to "Course effectiveness as indicated by written comments, students are satisfied with the course" was changed to "Teaching effectiveness as indicated by written student comments". It was agreed that applicants would be able to submit letters, email correspondence, student evaluation comments, or any type of written confirmation demonstrating satisfaction of students regarding teaching effectiveness of the candidate. The number of submitted comments will remain 3.
 - The last two rubric items related to course effectiveness as indicated by syllabus were deleted and it was decided that a course syllabus would be required for reference but not for evaluation purposes
 - The total possible points were changed to 30 (instead of 40).
 - Debra will check on having the application process be dot net

3. AFC roster for 2014-2015

Some members up for replacement were confirmed by Valerie, who also suggested replacements from the committee survey. We discussed replacements and confirmed the roster for the committee members. Debra will work on getting additional liaisons from departments not represented on the committee.

4. Adjunct Faculty Orientation

- 3 orientations in Aug are confirmed → 8/19 @2:30-4:30 pm and 6:30-8:30 pm; 8/20 @9-11am. The daytime sessions will be videotaped by IT
- Debra notified Chairs at the Council of Chairs meeting; Faculty records has notified departments as well
- Debra prepared a PowerPoint presentation for the orientation using the list of topics agreed on earlier by the AFC. She requested that members create slides for different topics and also participate in the orientation sessions. Look on the TRACS site to sign up for topics to complete. (**deadline for completion → July 11 meeting at 2pm**)
 - Presentation will be general and hit the most relevant points
 - the jumpdrive will be complete and Jana Proff will set up website links
- The AFC discussed prompts for panel discussion. Some ideas:
 - annual evaluation process
 - communication with department and students
 - what to expect the first day
 - grading and rubrics
 - finding a mentor
 - what if you're teaching a class in the core curriculum?
 - what's the biggest surprise of your teaching?
 - have IT tape the panel sessions independently so that both can easily be viewed
 - Andrew Marks will create a WORTLE of prompts to inspire the audience to ask questions
- Let Debra know your availability to help with the orientation

4. What issues would you like Debra to consider next year as the Presidential Fellow?

5. Don't forget...

- Next meetings for summer → July 11, 2pm; Aug. 1, 2pm

6. Adjournment

07/11/14 Minutes – Adjunct Faculty Committee Meeting

Attending: Betros, G., W. David, D. Feakes, A. Marks, S. Mora, Okere, S., B.J. Spencer, Sriraman, V., Webb, B. (by phone)

1. Part-time teaching award

- Discussion centered on amount of material to be submitted per prompt. All agreed that one piece of evidence demonstrating teaching effectiveness per prompt will be required.
- The total points for the rubric will be 30 points.
- Final version of evaluation to be submitted to Provost by Debra.

2. Adjunct Faculty Orientation

- 3 orientations in Aug are confirmed → 8/19 @2:30-4:30 pm and 6:30-8:30 pm; 8/20 @9-11am. The daytime sessions will be videotaped by IT
- Jumpdrives are done.
- Registrar will provide detailed instructions on different functions → PAWS Alert, Athletics, etc.
- Debra presented PP slides. Discussion on order of slides and topics.
 - FERPA revisions – Andrew Marks
 - Faculty Perks revisions – Suzy Okere
 - Course Development – Sherri Mora
 - ITS/TREC slide – TRACS staff
 - Professional Development – Nathan Bond
 - “Expect these emails” -- Sherri
- Sherri suggested a notebook that would include everything on jumpdrive be given to each department on campus

3. Don't forget...

- Next meeting for summer → Aug. 1, 2pm

4. Adjournment

08/01/14 Minutes – Adjunct Faculty Committee Meeting

Attending: S. Bishop, W. David, W. Dorman, D. Feakes, P. Gibson, S. Holtz, B. Mehta, S. Mora, D. Nolan, S. Okere, J. Proff, V. Sriraman

1. Adjunct Faculty Orientation

- 3 orientations in Aug are confirmed → 8/19 @2:30-4:30 pm and 6:30-8:30 pm; 8/20 @9-11am. The daytime sessions will be videotaped by IT
- Faculty signed up for presentation or panel duties for the sessions.
- Jumpdrives -- Debra distributed list of contents to be included
 - The sample business syllabus will be replaced with a Gen Ed Core syllabus example by Sherri Mora.
 - FERPA and Student Services sections will be added to
 - Link for Texas State online walking tour, phone app – David Nolan
 - List of AFC members and liaisons will be added with the Faculty Handbook
 - Contacts for personal development opportunities and training, such as the ALLIES training
 - Emergency contact numbers
 - Let Debra know if you think of anything else that needs inclusion
- PowerPoint slides -- Discussion on order of slides and topics.
 - ODS slides combined, some info transitioned to jumpdrive (suggested showing a scanned in form that faculty typically receive for agreeing to accommodations)
 - TRACS – show picture of TRACS with just a 1-sentence description
 - ITS/TREC slide – TRACS staff
- Pat Gibson and Binita Mehta will edit PP after Debra adds/makes changes

2. Welcome Sriraman (next year's chair)!

- Summary of last year's achievements
 - Part-time teaching award was piloted and implemented
 - Adjunct Faculty workload release program was implemented
 - Adjunct Faculty orientation was planned and will occur in Aug for the first time
- Previous goals of the committee
 - Compilation of departmental policies dealing with adjunct faculty – little progress
 - Conversion of lecturers to senior lecturers (clear path delineated)
 - 'Best practices' posted on AFC website – not widely viewed, needs to be translated into official PPS
- Discussion on goals for the committee next year.

- Sriraman suggested that AFC goals align with Debra's Presidential Fellowship this coming year since it is a unique opportunity for adjunct faculty.
- These include:
 - What does the ideal career ladder for adjunct faculty look like? (Titles, job responsibilities, promotion, merit, job security, shared governance, *etc.*)
 - Revisiting the "Best Practices" and focus on moving these practices into university-wide PPS
 - Investigating the parity of policies applied to adjunct faculty across campus

3. Adjournment