



San Juan College
Adjunct Faculty Services
Office of Learning

MEETING MINUTES
Adjunct Faculty Advisory Committee
Friday, February 6, 2009
3:00pm-5:00pm
Room 2C – Educational Services Building

Attendance:	Alyssa Brown, Georgia Cortez, Sharon Curtin, Liesl Dees, Neil Fischer, Debby Sawyer Al Buyok, Yvette Begay (Administrative Assistant)
Absent:	Michael Clark
<p>I. Review & Approval of Meeting Minutes (12/9/2008) Committee Members</p> <ul style="list-style-type: none"> • AFAC Members approved the minutes as distributed. <p>II. Mentoring Program Subcommittee Update AI/Committee Members</p> <ul style="list-style-type: none"> • <i>Attached Meeting Minutes Mentoring Program Subcommittee</i> <ol style="list-style-type: none"> a. When subcommittee is comfortable with their Plan, submit to school deans for input and then present to AFAC for input. b. Crossing would be okay, some value to making it the exception c. Resources should be specific to San Juan College d. First let's get the plan then move it to online (suggestion). Do we want to add an online component now or add it in later? e. Online instructors that are local first and get their ideas. <p>III. Next Steps-Rank & Promotion Initiative – <i>No Progress</i> AI/Committee Members</p> <ol style="list-style-type: none"> a. Move to next month b. Short discussion regarding different options to implement <p>IV. Adjunct Faculty Tuition Waiver Update AI/Committee Members</p> <ul style="list-style-type: none"> • <i>Attached Tuition Waiver Policies</i> • <i>Attached Tuition Waiver Form</i> <ol style="list-style-type: none"> a. Let AI know if there are any adjuncts who need help with the form b. Looks like the new form will work a lot better. c. What about San Juan College employees who are also full time faculty <ol style="list-style-type: none"> 1. AI will take questions to HR to work them out d. The forms will be given to the school administrative assistants e. Some grammar errors noted f. Discussion regarding process <p>V. Maximum Hours Adjunct Faculty are Eligible to Teach AI/Committee Members</p> <ul style="list-style-type: none"> • <i>Attached Institutional Benchmarking Results</i> • <i>Discussion and Recommendations from AFAC</i> <ol style="list-style-type: none"> a. Where can we go with this information? b. Adjunct Faculty have expressed desire for this information/change c. 15cr to teach before d. Other institutions have allowed above 15cr. How can we around it? <ol style="list-style-type: none"> 1. Even if this group were to push for 16 hrs. - be aware as an institutional, of the issues this could create for full time Faculty. 2. Reach some compromise then we could have better support from Deans to move forward. e. 9 cr hrs per semester is the rule. <ol style="list-style-type: none"> 1. Per department or intuitional wide? 	



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- 2. Encore classes are credit classes so they count too.
- f. How does Santa Fe College get around the rule?
- g. Adjuncts help keep costs down.
- h. Bench mark more community colleges in NM, then clarify the 15cr.
- i. Who makes that rule-NM Law or is it San Juan College policy?
- j. Can we sign a waiver? No
- k. Add to agenda for next month when we have more information

VI. Items of Discussion from Advisory Council Members Committee Members

- Previous Items
 - a. Jason’s question: ratio of adjunct faculty teaching during Day v. Evening (In Progress)
 - 1. Ron Jernigan is going to run a report for us
 - b. Time allotted-changing from audit to credit
 - 1. The time in between is too short
 - c. Nurse on campus
 - 1. Concern that we don’t have a nurse on campus, at least one nurse.
 - d. San Juan College Photo Directory
 - 1. San Juan College Homepage-go to Quick Links: Enter Username and Password, Can print directory from there
 - 2. Linda Baker says our turn over is too high to develop a hard copy, we have electronic version
 - 3. For full time, support staff, and adjunct faculty.

VII. Appointment of New Adjunct Faculty Committee Members AI/Committee Members

- Who retires and who remains?
- Include retiring and new AFAC Members in Retreat?
 - a. Should we tie to academic year?
 - b. All are in agreement to extend as long as possible, taken a year to get the gist of it and finally starting to understand.

VIII. Set Retreat Date AI/Committee Members

- March 14 Retreat 9:00am-3:00pm (Proposed as March meeting)

IX. Set Spring Meeting Dates AI/Committee Members

- April 10
- May 1st