



**MEETING MINUTES**  
Adjunct Faculty Advisory Committee  
Friday, September 18, 2009  
3:00pm-5:00pm  
**Room 2C – Educational Services Building**

**Committee Members**

*Attendance:* Sharon Curtin      Liesl Dees      Debby Sawyer      Al Buyok      Jason Wentz  
*Absent:* Karen Acree      Alyssa Brown      Michael Clark      Georgia Cortez      Neil Fischer

- I. Review & Approval of Meeting Minutes July 17, 2009 Committee Members
  - AFAC Members approved of the minutes as distributed.
  
- II. Members Retiring from Committee Committee Members
  - Georgia Cortez (Requested nomination from Randy Pacheco)
  - Jason Wentz (Requested nomination from Sandra Tracy)
  - Neil Fischer (Won't replace since School of Math and Science have combined)
  
- III. Orientation for New Adjunct Faculty All/Committee Members
  - Evaluations
    - a. Adjunct Faculty request a briefing on Web Advisor
  
  - Top 10 Programs
    - a. Discussed the top programs
  
  - Feedback from AFAC Members
    - a. Dean or lead instructor should be the person to give new adjunct instructors: Course specific content, student handbook, and catalog.
    - b. During New Orientation give a link/information to the AF web page to new hires.
  
- IV. Resource Fair All/Committee Members
  - Feedback from AFAC Members
    - a. During the Resource Fair all members agreed to the drawing for prizes process: signature card should still be signed by service providers so that instructors can become familiar with the college's resources.
    - b. Evaluation forms to service providers – next year.
  
- V. Discussion/Suggestion
  - AFAC Members would like their titles changed to *Liaisons*.
  
- VI. Set Fall Meeting Dates All/Committee Members  
3<sup>rd</sup> Friday of each month
  
- VII. Set Retreat Date All/Committee Members  
March 6 or March 14<sup>th</sup>
  
- VIII. Next Meeting All/Committee Members  
October 16<sup>th</sup>