

REDWOODS COMMUNITY COLLEGE DISTRICT

Meeting of the Associate Faculty Committee

Eureka: 7351 Tompkins Hill Road, *FM 107*

Wednesday, January 24th, 2018

12:00 p.m.

AGENDA

1. Call To Order
2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee.
3. Approve November 21, 2017 Meeting Minutes (Attachment)
4. Discussion Items
 - 4.1 Academic Senate Update
 - 4.2 Meeting Dates to be determined – Use of Survey Monkey?
 - 4.3 Academic Senate February 2nd Meeting Substitute
 - 4.4 Other items
5. Announcements and Open Forum
6. Adjournment

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***Next Meeting:
TBD***

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Meeting of the Associate Faculty Committee

Eureka: 7351 Tompkins Hill Rd., *FM 107*

Tuesday, November 21, 2017

12:00 p.m.

Minutes

Members Present: Stuart Altschuler

Members Absent: Sandra Rowan, Steve Jackson, Jessica Frint (support)

Others Present: Robyn Roberson, Betsy Buchanan, Deva Richards, Vida Hofweber, Kyle Falbo, Susan Wiegman, Joselle Wagner, Sheila Hall, Christine Dobrowolski (by phone), Leigh Blakemore (by phone)

1. Call to Order: Stuart Altschuler called the meeting to order at 12:02 p.m.

2. Introductions: Meeting attendees introduced themselves.

3. Approved October 18, 2017 meeting minutes.

4. Discussion Items:

4.1 Associate Faculty Support: Human Resources team discussed who supports the associate faculty now that Connie Carlson is gone. Sheila Hall is the initial point of contact for associate faculty. Sheila and Joselle Wagner create contracts. Sheila said that she and Joselle aim to get new Spring contracts out by the end of this Fall semester. Regarding other support, Shereen is in charge of room assignments, Jessica does FLEX, and Tina Wahlund is the person to contact with problems. She is also in charge of faculty evaluations. Evaluations happen the firsts semester that an associate faculty is working, then every sixth contract. The handout regarding support contains names of people who support associate faculty, their job responsibilities, and their contact information. The handout may be amended soon. It is available by calling Sheila Hall in HR. Sheila requests that associate faculty members respond to HR emails and turn in all necessary paperwork to HR.

4.2 Salary Adjustments: All faculty will be getting salary adjustments no later than their January 2018 paycheck.

4.3 We lost contact with the people who were participating in the meeting by phone.

4.4 Academic Senate Report (Stuart Altschuler)

AP4021 process, Program Evaluations: Stuart Altschuler explained that evaluations of a CR academic program, for example Addiction Studies, occur to make sure that the program is viable and getting the support it needs. To find out more, go to the Academic Senate's website and see the Oct. 20th and November 3rd meetings' notes.

Dual Enrollment: Stuart Altschuler addressed dual enrollment and said that it has been successful, but more outreach is happening in high schools.

Online Education Initiative: The OEI is being considered at CR. Because it could affect associate faculty hiring, associate faculty members should join the discussion. The college's next step would be to submit a letter of interest. The initiative could open up CR's online classes to students from other community colleges, and vice versa. This could benefit smaller rural schools, especially. A PowerPoint presentation on the OEI is available online. Contact Stuart Altschuler.

Faculty Development: There are lots of faculty development opportunities. Watch for emails. Professional development hours can count as FLEX hours.

4.5 Future Associate Faculty Meetings: A tentative date was set for Wednesday, December 13, 2017 at noon. Stuart Altschuler will send out a Survey Monkey survey regarding the dates of future meetings.

5. Open Forum

5.1 Stuart Altschuler discussed the success, especially regarding student participation and maximizing the technology at satellite campuses, of visiting and teaching from a satellite campus at least once per semester. He did so, and aims to do so twice in future semesters. He hopes to arrange reimbursement for such trips, at least for mileage.

5.2 Stuart Altschuler shared that there are two new trustees on CR's board. They will be sworn in on December 5, 2017.

5.3 Vida Hofweber suggested conducting a student survey of students regarding their experience with tele classes from satellite campuses such as KT and del Norte. Stuart Altschuler said that was a good idea. He will pass the idea on.

5.4 There were no suggestions regarding future meeting topics.

6. Meeting Adjournment: On a motion by Betsy Buchanan, seconded by Robin Roberson, the meeting was adjourned at 12:55 p.m.