

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Associate Faculty Committee
Eureka: 7351 Tompkins Hill Road, *FM 107*
Friday April 5, 2019
11:00 am
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 March 8, 2019 Meeting Minutes (Attachment)
4. Discussion Items
 - 4.1 Academic Senate Update
 - 4.2 Other items
5. Announcements and Open Forum
6. Adjournment

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Next Meeting:
TBD

REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Associate Faculty Committee
Eureka: 7351 Tompkins Hill Road, *FM 107*
Friday March 8, 2019
11:00 AM
MINUTES

Attendees: Stuart Altschuler, Shannon Mondor, and Laurel Jean.

By phone: Melissa Ruiz, Melissa Courtnage, Laura Wolfson, Robyn Roberson, and Sandra Rowan.

- 1. Call to Order by Stuart Altschuler at 11:05 AM.**
- 2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee.**
 - No public comments.
- 3. Approve February 1, 2019 Meeting Minutes.**

Motion by Melissa Courtnage.
Second by Robyn Roberson.
Minutes approved.
- 4. Discussion Items**
 - 4.1 Academic Senate Update:**
 - The last Academic Senate meeting was on March 1.
 - There were approvals for Curriculum Committee Recommendations. Details about the specific courses approved are on the Academic Senate website if people want to know which courses have been changed, revised, or deactivated. Look in the Academic Senate meeting packet for March 1, 2019.
 - There was another action item that had to do with a new policy in terms of veterans on campus getting credit for training in the military or work experience they have. A new Board Policy (BP) was approved to review military transcripts and military records for veterans asking for course substitutions and credit they need for courses here. The Senate packet included lots of example transcripts from the military and other materials that would need to be reviewed by those responsible for this work.
 - Q: How do students find about about that, and is that available to them?
 - Answer: Most veterans are connected to Crystal Morse, and she will inform them.

- Q: They're and we're not getting an email or anything?
- Answer: We don't know about that.
- Q: Can I tell students to seek her (Crystal Morse) out?
- Answer: Yes.
- If students are registered with the Veteran's Center, they're going to hear about this anyway, but it's good to refer them to Crystal Morse.
- From the CR Website, under Student Services, there's a link for our Veteran's Resource Center. The following information is taken from the site: "Eureka Campus The Veteran Resource Center is located on the first floor of the Student Services Building, Room SS-109. **Hours** Mon - Thurs: 9am - 4pm; Please note: the VRC is CLOSED on Fridays (subject to change for holidays, breaks, and the summer session). Phone (707) 476-4110. Fax (707) 476-4493 veterans@redwoods.edu
- There was also a change to grading and Academic Records symbols. Basically, the new symbol is called an "EW" or an excused withdrawal. It was initially generated from Pelican Bay, for inmates who were released or transferred mid-term, and who didn't want things on the transcript to be negative based on events out of their own control. They also discussed how that grade symbol change might be inclusive for folks outside of Pelican Bay.
- As far as the Reports, the most significant one had to do with the California Virtual Campus and OEI (Online Education Initiative) which is an online course exchange. Students can now enroll in courses being taught online at other campuses. Or we could be teaching online courses within this exchange so that students not at CR could take classes online here.
- Question (Sandra): Has CR decided to join that consortium, and if so, what guarantees are there that we keep our course content?
- Answer: We never joined OEI. We are completing required paperwork so that should we decide to join the OEI, we will be prepared to do so. We might want to invite Lisa Sayles to a future AF meeting, so she could speak to this topic and answer questions.

4.2 Del Norte Meeting:

- On February 14 Stuart Altschuler, Shannon Mondor, Peter Blakemore, and Angelina Hill drove up to Del Norte to attend an Associate Faculty meeting there.
- The meeting was also attended by Rory Johnson, the Administrator for the campus up there. The meeting was organized by Melissa Courtnage, and it was attended in person by several other AF.
- The agenda was driven by the proposal concerning AF that Melissa put together and was sent to the full Senate.

- Many of the issues discussed at this meeting are also applicable to Klamath-Trinity. Don't feel left out, Melissa Ruiz.
- Communication seemed to be a priority. We discussed coordinating a proper orientation for Associate Faculty in Del Norte and how to connect Associate Faculty in all the sites—Del Norte, Klamath-Trinity, Pelican Bay, and Eureka, so that there is more of a sense of community among us and so that those not on the main campus are better supported and know what's going on.
- The Associate Faculty Webpage is crucial to this effort. Links have been improved as well as navigation. Explore these links to make sure they are working and current/updated. Let Jessica Frint know if they are not.
- As far as improving Orientation goes, Melissa put together an incredible binder full of orientation material for Del Norte. Thank you!
- Before each semester during convocation or orientation periods, the AF Reps from Academic Senate will go to Del Norte and introduce ourselves and make our connection to Associate Faculty there.
- Stuart was given a tour of the facility. He saw the “closet” Associate Faculty use for a workspace. It's at the end of a very long hallway. Roofs are leaking in buildings that were only meant to be temporary. We'd like to advocate for better conditions to work.
- The reaction from people who attended this meeting was that it's great that they are getting their voices heard to people from Eureka. It's a common complaint in faculty meetings that voices from remote campus sites are not heard.
- Lots of people could not make it because they were teaching during the time the meeting was held. More than ten Associate Faculty gave Melissa Courtnage their input to share at the meeting
- As far as the infrastructure, the entire staff and faculty are concerned about the condition of the Del Norte campus buildings. It's brought up in everyone's program reviews from Del Norte. It's a problem occurring there, and KT must have these kinds of issues as well.
- Stuart Altschuler requested a digital copy of the Resource Manual he received in binder form from Melissa Courtnage. Angelina Hill is going to use this manual as a template to add additional information that's relevant to the various sites. It may be expanded to include Full Time faculty as well. This is an ongoing project, so more information is welcome.
- They used the Resource Manual for the orientation, or unofficial spring semester launch party, at Del Norte. The new hires appreciated it, and Full Time faculty also learned things they didn't know. It's a popular resource.
- We also learned that Associate Deans and Division Deans are the ones who Associate Faculty should be in contact with when they have questions. New Associate Faculty communicate with Associate Deans, while existing and senior Associate Faculty should communicate with your Dean. Nobody had explained that chain of communication to us until that meeting, and Angelina Hill and Peter Blakemore were surprised that nobody had told us that important information.

- We're not sure when, since contracts are up after the semester, but scheduling needs to be clarified for Del Norte convocation. We're not sure what happens out in Klamath-Trinity, but we should be there to support you at the beginning of each semester.
- (Melissa Ruiz) At KT, there are no convocation activities at KT. Some folks participate in person in Eureka or call in. Convocation overlaps with student orientations and intake during this period. Being available to assist students is essential to increase enrollment in classes, which makes some people unavailable to participate in these convocation and orientation activities.
- Shannon Mondor's first two-year term is up for Academic Senate. There will be the opportunity to run for this position, for everyone who might be interested.
- It's important for people to vote. It's also important for Associate Faculty to be involved and share their voices, and not just in Senate issues. It very much matters to express our voices, even when we might think it doesn't matter. It's very important to vote and express our views.
- As far as our numbers go, we by far outnumber Full Time faculty, and we are a voting block, and we need to be thinking in those terms.

4.3 Other Items

- The newly negotiated contract was approved by CRFO members, and the Board of Trustees also recently approved it, so it will be in effect in the fall (beginning July 1).
- A Discussion occurred about Textbook Orders:
 - Someone received an email indicating the deadline for summer and fall book orders is 3/25. Is there some discussion about possibility about another vendor?
 - Angelina Hill has been keeping us updated about the change in vendor as part of her membership on the Bookstore Task Force.
 - An RFP, request for proposal, has gone out to seek a new book vendor. However, the new vendor will not take effect until spring semester 2020. So it's the same process for ordering books for the fall and summer terms in 2019.
 - Concern was expressed that the timelines and deadlines are out of sync in terms of getting contracts for the next semester and being told to submit our textbook orders prior to offers of employment or assignments.
 - One participant does not pay attention to the book order deadline until s/he has a contract.
 - New faculty members are still trying to find out what they'd want to use for their classes.
 - There was general consensus that the book order is due way too early. Also, one AF had to send the book order email three times last semester to successfully submit the order, but it's a separate issue, though not an isolated experience.

- AF were encouraged to talk to our Deans and express the problem with book orders being requested and due to submit prior to classroom assignments or offers for employment for next semester and next year.
- Consensus was that from an institutional process perspective, to be asked to choose a textbook for a class that you don't actually know you've been offered, it just doesn't make sense. This may be an item that should be negotiated as part of the next CBA or an MOU.
- It was proposed that what should happen in the month of March is that AF first get their offer of classes, then have at least a two week process after getting an offer to submit textbook orders. We need to order the textbooks once we have the contract, not before. How would it be possible to submit an order before having been assigned a class?
- It was also proposed that the notice of textbooks should come out after we get our contracts, to sync it up for everyone.
- One AF puts in textbook orders anyway, even without a contract, because someone needs the textbook to teach the class, even if it's not me.
- It was agreed that it's worth discussing this issue with our Deans. The textbook order should be requested after the approval of the courses we're going to be teaching, never before.
- Teachers can change the textbook, and this authority is protected in the Academic Freedom article of the new CBA. The assumption that you would go with the status quo is not appropriate or professional. Instructors like to explore what's out there in terms of a continuous quest for improvement that every teacher brings to the classroom.
- All AF present expressed experiencing problems with the current bookstore.
- In the future, once we switch vendors, most of the book buying will happen online. The students can have books delivered to their homes or on campus. There will not be a traditional brick and mortar bookstore. Vouchers will be automatically in the system for students to get books without having to wait for Financial Aid checks and other sources of funds.
- In the beginning of the semester, the book store had lines that didn't move very quickly at all. That's not in the best interest of our students.
- We'll pass this on to whoever needs to hear this and get clarification on it and seek a change on the policy. Lorraine Pedrotti (the AOA for Arts and Humanities) put in her email requesting book orders that they know the classes have not been assigned yet, for example.
- We will be using Follett through fall 2019. So we can be clear about continuing with the same process that we know for one more semester.

5. Announcements and Open Forum

- Question: Regarding the CRFO membership, is there a deadline related to that? Also, how are the deductions calculated for Instructors who get paid by the number of students who take the class, rather than by TLUs?
 - Do you mean for positive attendance classes instead of TLUs?
 - In reference to CRFO—an AF wanted to become part of the voting membership, but was unclear about the timeline or process of doing so, and wondered is there a deadline for becoming a member?
 - AF can become members of CRFO at any time during the year.
 - For AF, it's .53% of each paycheck that goes towards dues. These dues are tax deductible.
 - Looking at the Constitution bylaws, it does say that there is a deadline to enroll and be eligible for voting on contract issues. By the end of the first month of our contract we have to have joined. Basically, we have to join before our first paycheck of the semester to be able to vote on a new contract, but we can join CRFO at any time.
 - Please contact Sandra Rowan with any questions related to this issue. Her email is rowan95501@gmail.com
 - Once you join CRFO, the next contract won't be voted on for three years, but there will be other surveys and CFRO related opportunities to weigh in on. Even though there will be no vote on contract, there might be issues people want to voice opinions on.
- We would like to thank April Klingonsmith for coordinating the AF get together meetings outside of the campus hours. Keep on meeting together.

6. Adjournment.

Motion by Sandra Rowan at 11:59.

Second by Laurel Jean.

Next meeting: Friday, April 5 from 11 to noon in FM 107. Please join us in person or via Zoom.