**Meeting Minutes**

**Academic Senate Adjunct Committee**

**4 April 2017 9.30-11.00am**

**Library Conference Room**

**I. Call to order**

**Meeting called to order at 9.53**

**II. Public Comments** (Individuals wishing to speak should limit their comments to two minutes)

**I**II. Roll Call

*Present*: Joelle Adams; Michael Strathearn; Diane Arieff

*Regrets/Excused*: Susan Caggiano; Catherine Matheson; Delland Bartlett; Jacki Scott; Juan Roberto Rodriguez

*Absent*: Thomas S. Paccioretti; Marianne Borgardt

**IV. Co-Chairs’ Report / Information Items**

a. Mike Strathearn presented the Committee’s thank you letter to the FA at a recent meeting

b. All adjunct faculty are invited to the Academic Integrity Summit on Friday 28 April, 2017 9am to 1pm at Bundy Campus. There is no need to register. Breakfast and lunch will be provided.

**V. Action Items**

a. Agree minutes from Mar 2017 meetings - held over to next meeting

b. Progress on Committee Goals and Objectives for 2016-2017

* 1. Fall 2017 Flex Day event progress
* Joelle spoke to Deidre Weaver about using the Alumni Association space.
* We are still waiting for reply from Peter Morse and Jenny Merlic.
* Joelle will follow up on speakers and space. Food will be ordered once the venue is confirmed.
  1. Mentoring - proposed package presentation
* Diane reported on her meeting with Laura Manson-Weingarten, Chair of the Early Childhood Education Department about the mentoring happening in her department
* The Committee reviewed the final version of the Adjunct Faculty Survey
  + Diane will send draft to Fran Chandler and Hannah Lawler to confirm language about incentives meets legal requirements
  + Diane will ask Chairs to encourage adjunct faculty to respond
* Mentoring Package for Chairs
  + Diane presented the list of proposed components for Chairs
  + The Committee discussed the details of the proposed components and how to disseminate
  + Joelle moved that the Adjunct Committee has a workgroup session meeting on Tues Apr 25th from which the Adjunct Committee gives power to the workgroup to pass the proposal on to Senate Executive Committee for review and approval on 2 May, with the aim of taking the proposal to Senate on 9 May. Mike Strathearn seconded. Unanimously passed.
  1. Spring 2017 Flex Day event - report
* Approx. 30 attendees with useful information from Benefits, HR, and Enrolment
* Have to expect smaller crowd than Fall Flex events
  1. Agree budget expenditures
* Expenditures to date reported by Joelle
  + 46.86 on Winter Retreat Food
  + 109.36 on mentoring books
* Diane moved that we earmark $500 for the Fall Flex event. Mike Strathearn seconded. Unanimously passed.
* Mike Strathearn moved that we earmark $150 for adjunct mentoring survey incentives. Diane Arieff seconded. Unanimously passed.
* At our next meeting the Committee will discuss using the remaining $393.78 for professional development and/or recognition for part-time faculty, including how to encourage adjunct faculty to get involved and contribute to Senate financially.

**VI. Announcements**

**VII. Adjournment** Joelle moved to adjourn the meeting at 10.59 Diane Arieff seconded. Unanimously passed.

Next meeting: Tues 9 May 2017 at 9.30am in Library Conference Room