04/04/14 Minutes – Adjunct Faculty Committee Meeting


1. Part-time teaching award

- Nominations for the award have been received and the breakdown per College is:
  o Applied Arts – 6 applications
  o Business – 5
  o Education – 10
  o Fine Arts – 7
  o Health Professions – 1
  o Liberal Arts – 7
  o Science and Engineering – 4

- Applications will be due on April 11 and available for evaluation on April 15
- College committees will meet and rank candidates before April 28 using an Excel-based rubric (provided by Valerie and based on the qualifications for awardees)
- This committee will need to meet before May 2nd, instead of our normal meeting scheduled for April 18.
- Winners will receive $1000 and will be acknowledged during College Convocations
- Evaluations will be per College, with the summative results due to Valerie before May 2
  o Suzy will chair Health Professions evaluation committee
  o Shannon will chair Liberal Arts
  o Andy Marks will chair Applied Arts
  o Andy Campbell will chair Fine Arts
  o Jessica will chair Education
  o Wendi will chair Science and Engineering
  o Yvonne will chair Business

2. New Adjunct Faculty Orientation

2a. The following sessions will be held for New Adjunct Faculty orientation:
   
   Tues. Aug. 19  2:30-4:30pm in CHEM 100
   Wed. Aug. 20  9-11am in CHEM 100

   The sessions will be videotaped by ITAC and loaded jumpdrives will be available to participants.
Initially AFC will implement the orientation, with the expectation that Faculty Records will take over implementation after 1-2 years to provide institutional commitment and continuity.

2b. How will these session times be communicated?

Debra will ask Faculty Records to add the dates to their agenda for new faculty and will communicate with departmental Chairs at the Council of Chairs.

An announcement will be posted on the AFC website

2c. Update on information to be included in the Adjunct Faculty Orientation:

- Jana is coordinating Web Resources. For the website she envisions a TAB for general information that will link out to resources for additional detail. The goal is to provide the resources without overwhelming new faculty with too much to sift through.
- Amy is coordinating Student Services information and provided a list of FAQs, incorporating suggestions from committee members. Additional suggestions discussed including:
  - Responsibilities of faculty members for PAWS early alert
  - Info for Writing Center, TOEFL, supplemental instruction
  - Protocol for on-campus emergencies (First call UPD)
  - List of campus buildings with physical addresses
  - Athletic Academic Center contact and dealing with student athletes (excused absences, NCAA compliance issues)
- Debra relayed information about “Brilliant Bobcats”, a program designed initially for probationary students to give them the tools to be successful. The workshops are open to all students and include time management, financial management, and other tools.
- Students would benefit from access to IT workshops as well.

3. Items from the floor

- don’t forget to have adjunct faculty send their accomplishments to Jana Proff for inclusion on the AF website. jh95@txstate.edu
- think about summer schedules for meetings once a month in May, June, July
- also consider availability to help Aug 19-20 during the New Adjunct Faculty Orientation

4. Adjournment