03/21/14 Minutes – Adjunct Faculty Committee Meeting


1. Announcements

Dr. Debra Feakes called the meeting to order.

- A list of liaisons and representatives for the adjunct faculty committee was distributed

2. Part-time teaching award

- Nominations for the Part-time teaching award are due on Mar. 28th. Applications will be due Apr. 11
- By Fri, Mar. 21 nine nominations had been received, not including one person who didn’t apply since they were 82% FTE
- University College and Honors are not included in this award
- In the future, make sure anyone who is <100% FTE is aware of the award
- Valerie will notify nominees about what to submit for the application. Submissions will be posted on a TRACS site
- Evaluations will be per College
- Each college will form a committee to be composed of liaisons and AFC members from the college to evaluate the proposals. The college committees should meet sometime in between April 16-30 to choose the best application from that college. The name should be forwarded to Valerie.
- Recommendations will be due to the Faculty Senate by the first Wed. in May (May 7)
- Debra will send out the most recent revision of the award rubric instructions

3. On-going training

Debra collated a list of topics proposed for on-going training through Dr. Nathan Bond’s office. The committee condensed the list into 5 main topics:

- Active Learning
- Assessment
- Adjunct Career Development
- Advancing the Classroom 1: Teaching
- Advancing the Classroom 2: Management
4. **New Adjunct Faculty Orientation**

The Faculty Senate agreed to provide ~150 jumpdrives loaded with electronic content to new adjunct faculty attending orientation.

Debra developed a Table of Contents for topics to be included on the jumpdrives. Material will also be linked or available from the AFC website.

The following people reported on progress gathering information for the Adjunct Faculty Orientation:

- Jana is coordinating **Web Resources**
- David Nolan is coordinating **About Texas State**. He has already compiled demographic info, interesting facts, info on a Virtual tour of campus, etc. Suggested to include a list of Colleges/Departments/ Chairs at Texas State.
- Sherri is coordinating the **Gen Ed requirements and assessments info**, including HB 2504 requirements, Net ID. She provided this information to Debra.
- Andy is coordinating information about the **Office of Disability Services**. He prepared a handout of available resources and packaged them together in one place.
- Amy is coordinating **Student Services** information and had a list of FAQs. Send additional suggestions for information to be included in this topic to Amy at am23@txstate.edu

**BRING reviewed documents to Apr. 4 Meeting**

5. **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](mailto:jh95@txstate.edu)
- any conflicts with adding a May 2nd meeting for the committee? Let Debra know.

6. **Adjournment**