02/14/14 Minutes – Adjunct Faculty Committee Meeting

1. Announcements

Dr. Debra Feakes called the meeting to order and gave several announcements:

- meet on Feb. 28 for online course information
- revised meeting schedule 3/21, 4/4, 4/18
- Debra will invite David Wiley, Chair of the University Honor Code, to talk about cheating and handling instances of cheating
- reminder to get the word out about Nathan Bond’s workshops
- concern about email and NetID continuation for part-time adjuncts → it is the responsibility for individual departments to request continuation of email access and NetID. Faculty can also have Texas State email forwarded to another address indefinitely.

2. Milt Nielson, Associate Vice President for Instruction Technology

Milt Nielson discussed how his office would participate in Adjunct Faculty Orientation sessions and on-going training.

2a. He gave an overview of what the office of Instructional Technology offers:

- Technology Integration workshop in August, which focuses on maximizing technology for increasing effectiveness of learning
- Help with creating online courses (MS in nursing and courses in social work are current projects)
- Short courses in Adobe, Microsoft, etc.
- Online vignettes for TRACS, WP, and GATO questions and training
- Regular tool-based workshops for topics such as shooting video, integrating technology with PowerPoint, other technical skills
- 8 instructional development staff

2b. Milt suggested offering and overlapping series of workshops during the semester so that adjunct faculty could choose participation to fit their needs and time constraints

2c. Questions from committee members

- What kind of training is required for online courses?
Milt responded that training is required only if the department requires it. However, Instructional Technologies is available to help plan and implement online courses according to best practices.

- What types of workshops would be offered for adjuncts?
  - Milt Nielson will send a list of topics that are currently offered as short workshops

- How would the available resources best be presented to a mobile workforce of adjuncts with varying schedules?
  - Short training videos or vignettes may allow faculty to earn ‘badges’ for pedagogy or technology incorporation. The ‘badges’ concept is under consideration.

3. Adjunct Faculty Accomplishments

Everyone needs to ask their departmental and college colleagues to submit profiles of their accomplishments to Jana for inclusion on the Adjunct Faculty Committee webpage.

Debra will contact work-load release recipients to highlight the topics of their release awards.

4. New Adjunct Faculty Orientation

Debra Feakes presented a binder of orientation information that she developed for new adjunct faculty hires in Chemistry & Biochemistry. She has also coordinated with the Faculty Senate and the Senate is willing to pay for a binder of information for each new adjunct faculty member. Some discussion centered on the best means of disseminating the information – whether a written binder, a jumpdrive of electronic information, or a central web repository of information would be best. The different resources are not mutually exclusive. All agreed that even if written binders or jumpdrives were provided to new faculty, an online resource that could be easily updated is necessary.

It was reiterated that individual departments share responsibility for orientation of new adjunct faculty, but the orientation received is not equitable across departments on campus. The committee will develop a departmental ‘best practices’ list with respect to the responsibilities of individual departments.

The following people volunteered to spearhead gathering information for the Adjunct Faculty Orientation:

- Jana will coordinate Web Resources
- Sherri will coordinate Gen Ed requirements and assessments info
- Laura will coordinate information about Perks for Faculty
• David will gather information for a feature called About Texas State
• Andy will coordinate information about the Office of Disability Services
• Amy will coordinate Student Services information
• Yvonne will gather information concerning FERPA

BRING INFO to Mar. 21 Meeting

5. Items from the floor

• What opportunities exist for promotion of adjuncts?
  o Debra will find the PPS for per course fees and tracks available for adjunct faculty to facilitate further discussion on this topic.
• Any hope for workload consistency?
  o Probably not – workload assignment is up to departmental chairs, within budget constraints
• The award for online courses is only available to full-time faculty. Why?
• How will weather delays be handled in the future?

6. Adjournment