Minutes for 10/19/2012
Alkek 105, 2:00 – 4:00

AFC members and liaisons present: Conroy, Banta, Betros, Dorman, Eaton, Ellis-Lai, Huebner, Lannon, McVey, Nolan, Okere, Proff, Stewart, Webb

Meeting called to order at 2:00.

I. Mission and Function of the Adjunct Faculty Committee

The AFC mission and function, as well the committee roster of members and minutes from past meetings, are included on the committee’s webpage:
www.txstate.edu/facultysenate/committees/adjunct.html

The mission and function of the committee and the communication network were reviewed. Each college has a TRACS site, and within each college TRACS site, a group can be established for each department. Each college TRACS site should be updated with the Fall 12 faculty list.

All representatives are asked to please verify the adjunct faculty list for your department and make sure it is accurate. The spreadsheet is posted on the AFC TRACS site. Report changes directly to Valerie Anderson. [Note from Valerie Anderson on the spreadsheet: “The spreadsheet is in an excel workbook that has a tab for each college. Each college's list is sorted by department ('Unit‘). Since the list is pulled from the Human Resources database, it includes a number of people who don't fall under the AFC definition of adjunct faculty, so each department's representative will need to verify that the list is accurate. Conversely, if a staff member is also teaching, they'll be listed in the database by their staff title, thus won't be pulled in the query.”]

The question was posed of whether staff members who teach US1100 have concerns, should direct concerns to the AFC. Following discussion, it was determined that if it is a staff-related concern then it should be brought to the Staff Council, and if it is a faculty-related concern then it should be voiced to the Senate via the AFC.

Conroy will contact Pam Wuestenberg for a list of US1100 instructors to ensure that all instructors are included on the adjunct faculty committee communications.

II. Safety discussion (see attachment)

Informational items
-Representatives were informed of an initiative on campus to equip classrooms to lock from the inside to keep out potential threats.
-Representatives were encouraged to consult the website:
  http://www.fss.txstate.edu/ehsrm/about/alerthorn.html
to review the emergency alert system signals.
-And also to subscribe to the RAVE website:
  http://www.emergencyinfo.txstate.edu/TxStateRAVE.html
to register for the emergency notification system.

Committee comments
-It was suggested that the above websites and other safety information be added to the adjunct faculty committee website.
-The development of an online safety-training module for faculty was suggested
-There was a request to have the University identify areas that are considered safe or unsafe during an emergency. Another request was to have shades added to faculty office doors so that in the event of an emergency, a threatening individual could not easily see into offices.

III. AFC projects in process

Collection of departmental policies governing adjunct faculty (Conroy)
AFC representatives were asked to review the list of departments that have submitted policies. If your department is not listed as having sent the written policies, please make sure that they are sent to Valerie Anderson (VA10).

Part-time faculty teaching award
Report from subcommittee (Proff)
Proff described the part-time faculty teaching award that is under development. The guidelines and rubric will come back to the committee for discussion before being submitted to the Faculty Senate.

Adjunct faculty committee webpage (Webb)
Current content suggestions:
Service opportunities, HR benefits, parking policy, FAQ, an annual report of adjunct faculty accomplishments, a listing of resources available to adjunct faculty
Send any suggestions to Britney Webb (BW27), and completed content to Jana Proff (JH95)

IV. Requests from administration for input

Faculty Development opportunities for adjunct faculty
It was noted that the scheduling of some of the faculty development offerings makes them difficult to attend. Could some of the faculty development courses have webcasts or connect sessions so that they can be recorded?

Tobacco policy enforcement
The administration has asked faculty what level of enforcement of the no tobacco policy is appropriate. The committee discussed either UPD or self-funded citation officers, not the faculty, are the best way to enforce it. Having a periodic reminder (a humorous or environmental campaign) to bring attention to the policy may also assist with compliance.

V. New business

Concerns submitted to committee members and liaisons
-Webb identified a concern regarding the resources/materials that are available to adjunct faculty.
-Math has developed a policy to have all adjunct faculty paired with a mentor. Mentors serve as a resource for common issues (ie. supplies/copying/textbooks) and perform evaluations of mentees. Discussion including how different departments handle mentoring and dissemination of resources/information followed.
-Ellis-Lai is creating a series of workshops for English Department adjunct faculty.

Adjunct faculty research requirements across departments and course releases for research were discussed. If departments don’t have a research requirement for adjunct faculty, then course releases may not be realistic. Course releases are a departmental issue and concerns about course releases for research should be addressed at the department level.
A concern was voiced that adjunct faculty are not eligible for the Research Enhancement Program Grants. The REP application guidelines state that, “Non-tenure track faculty must hold the rank of Senior Lecturers and may only apply as co-investigators with tenured or tenure track faculty.”

Nolan conveyed a concern about the lack of advancement opportunities for long-term adjunct faculty whose emphasis is teaching. It was suggested that an Assistant Professor of Practice title, or the Clinical Faculty policy might be potential options.

Information brochures on the employees assistance program, Bobcat Balance, were distributed. All benefits-eligible faculty/staff/family members/and benefits-eligible graduate students have access to Bobcat Balance. There is a range of resources available and current funding lasts through August 2013. Please notify adjunct faculty of this program. Rosanne Mandziuk (RM07), Chair of the Work Life Advisory Council, and Rose Trevino (RT24), Work Life Coordinator are the contacts for more EAP information. The link to Bobcat Balance http://www.worklife.txstate.edu/ should be added to the adjunct faculty website.

There will be a webcast offered by Academic Impressions titled Supporting Adjunct Faculty broadcast on Feb. 6, 1:00 – 2:30 EST. Information is available at: academicimpressions.com. Please reference this site to determine if you support a AFC request that the university purchase the DVD or online streaming version of DVD.

Mora reported that raising the minimum salary for reduced parking from 25K to 35K would affect 483 staff and 67 faculty. Debra Feakes is identifying if department chairs are required to pay per-course faculty parking.

Next meeting November 16, 2-4 PM, JCK 880

Meeting adjourned at 4:00.

Attachment: Safety presentation notes compiled by Dr. Mary Ellen Cavitt, Faculty Senator and member of the University Safety Committee.
Please have a discussion with your faculty about the following safety issues:

- **TXSTate RAVE Mobile** is an emergency notification system that allows for texting to be sent directly to your cellular phone: [http://www.emergencyinfo.txstate.edu/TxStateRAVE.html](http://www.emergencyinfo.txstate.edu/TxStateRAVE.html)
- **Campus emergency notification** methods may include: alarms, flashing lights, sirens/bells, text messages, public address system ([http://www.fss.txstate.edu/ehsr/mt/about/alerthorn.html](http://www.fss.txstate.edu/ehsr/mt/about/alerthorn.html))
- **Emergency Alert Horn** – STAY IN THE SAFE ZONE IN THE BUILDING
- **Safe Zone in Your Building** – center of building, free of windows, lower floor or stairwell, restrooms, classrooms with no windows, hallways. Where is this for you?
- **Active Shooter** – lock yourself and students in safe zone, classroom or office
- **Evacuation** – in case of fire or gas leak, evacuate the building immediately.
  - When evacuating the building, use stairs, not the elevator.
  - Go to designated assembly point (200 feet from building). Where is this for your department?
- **Evacuating individuals with physical disabilities**
  - Inform public safety of any special needs in advance
  - Designate buddies who will help or call 911
- **In medical emergency**: survey scene for hazards, check victim, call 911
- **When calling 911** - *Know your actual street address (not just 601 University Drive). All buildings have the street address on the sign in front of the building.*
- **Do not hang up, stay on phone with EMS dispatcher**
- **Reporting an Injury**
  - Your responsibility is to report injury within 24 hours
  - Notify EHS Specialist (EHS=Environmental Health Safety)
- **Know the designated Safety Officer for your building.** Is there a Building Monitor after 5:00?
- **Does your building need Additional Safety officers?**
- **Smoking is prohibited** on all university property. Please set a good example for the students.
- **Student Concerns**
  - Emergency? Call 911
  - Non-Emergency? P.A.W.S. Alert System or Counseling Center
  - P.A.W.S. = Positive Action with Students. This web-based reporting system allows faculty and staff to refer students because of academic, career, personal, social, physical and/or emotional challenges
- **This presentation does not address every type of emergency or concern. Please visit the following website for additional information about safety at Texas State University:** [http://www.fss.txstate.edu/ehsr/mt/about/procedure.html](http://www.fss.txstate.edu/ehsr/mt/about/procedure.html).