Minutes– August 25, 2011
12:30 p.m., Room 841

Present: Dan Clemons, Marci Sanchez, Rhue Bruggman, Bob Freschi, Donna Geiger, Nadine Wade-Gravett

Called to order: 12:35 PM

1.0 Adoption of Agenda, msp

2.0 Approval of Minutes for August 12 – Tabled, pending receipt of minutes from Lauren Lee

3.0 Action Items
   3.1 Committee meeting schedule- remaining meetings 9/29, 11/3, 12/1
       *Amended to allow for attendance at Academic Senate Faculty Hours on 4th Thursdays of each month.
       *Only moved the October meeting one week later to Thu. Nov. 3rd
       *MSP

   3.2 Recommendation to the Academic Senate to change the title of part-time faculty from Adjunct Instructor to Associate Instructor
       *Confirmation of discussion from 8/12 meeting.
       *MSP – Unanimous, item will now move to Executive Committee.

4.0 Discussion Items
   4.1 Equivalency training
       *Description and history provided by Dan
       *Erik Shearer will attend a future meeting to provide training for new FSP members.
       *Documents were handed out describing the process in more detail.

   4.2 Part-time faculty hiring document – please refer to draft outline of sections to include in the future document provided by Dan.
       *Discussion highlights include:
       *Rationale: Develop a set of procedures that are more consistent for hiring part-time faculty members that includes more involvement from faculty (not just Dean/Division Chair or Office of Human Resources [OHR] or Office of Instruction [OI] or Office of Student Services [SS])
       *Will include flexibility for emergency hires (Ex. Vacancy in a class 2 weeks before the semester starts)
*Include language around inclusivity/diversity
*Gather models that already work well for other divisions (Ex. Counseling)
*Recruitment/Outreach – can we expand or improve this process?
Need more information from Dean of HR – Laura Ecklin.
*Creating larger/stronger pools of applicants – establish a recommended updating period that we post officially
*Should we write this document ourselves from scratch or can we use other policy/procedure documents that are well written to use
*Dan will pose questions to Laura Ecklin about OHR process and involvement in part-time hiring

*Discussion item for next meeting: Procedures for the pool of current faculty to serve on hiring committees.
  -Will everyone be trained appropriately?
  -Can the hiring training occur on a Flex Day? Dan will send a recommendation to the Professional Development Committee.

5.0 Adjourned: 1:25 PM msp

Next meeting: Thursday, 9/29/11 in Room 841