



Academic Senate for California Community Colleges

LEADERSHIP. EMPOWERMENT. VOICE.

Part-time Committee

Thursday, December 17, 2020

2:30 a.m.—4:00 p.m.

Zoom

Meeting Summary

The part-time faculty committee provides recommendations to the Executive committee on academic and professional matters that affect part-time faculty members. The committee recognizes that part-time faculty make up the majority of California community college faculty and serve disproportionately-impacted students. This committee advocates for diverse part-time faculty colleagues, ensuring their access to professional and leadership development offerings as well as shared governance opportunities at the local and statewide levels. The part-time faculty committee collaborates with the executive committee to develop and provide opportunities where part-time faculty gain additional insight on issues germane to academic and professional needs. This committee is also focused on promoting diversity within part-time faculty pools with the goal of having educators who reflect the student population, and this committee further commits to empowering part-time faculty voices who have been historically excluded (e.g., colleagues of color).

I. Members Roll Call:

Michelle Bean—Chair	Grace Chee	Alpha Lewis
Karen Chow—2 nd Chair	Chelsea Hull	Emilie Mitchell
Steven Chang	Theodore Kagan	Luis Zanartu*

*indicates absent

II. Call to order at 2:31 p.m. and agenda adoption

III. Minutes

- A. Volunteer—Emilie Mitchell
- B. [November Summary](#) approved as submitted.

IV. Shout Outs, Affirmations, and Lean-in

- A. Community norms: empathy, communication, responsibility
 - 1. Shout out to John Lynch for pushing the institute for faculty participation!
 - 2. Karen shouted out to her non-credit/ career technical education committee
 - CTE/Noncredit Institute scheduled for 4/30-5/1
 - 3. Chelsea has established a new listserv <https://forms.gle/93ggyP5j6t68H4baA>--nice work, Chelsea!

V. Part-time Institute: February 18-19, 2021 (336 registrations as of beginning of December; 500 person cap)

- A. Final [Program](#) approved – no more changes allowed.
 - 1. Introductory paragraph—approved with one revision and suggestion to state forthcoming proceedings e-publication.
 - Include a few lines on why their email is being collected in the Google form, specifically that they will be receiving the conference proceedings e-publication.
 - 2. Pathable Platform live February 10
 - Remind co-presenters and attendees to look out for an email from the ASCCC Sandbox. Be sure to remind them to check their junk folder. Encourage them to bookmark the website so that they can re-enter the virtual platform easily.
 - There will be no separate zoom links sent. All information will be routed through Pathable.

- Presenters will be getting a virtual zoom background and Google slides with the institute graphics in mid-January. Recommended to use the institute graphics.
3. Conference proceedings e-publication—lead volunteer Chelsea to create a call to presenters for papers by January 4.
 - Proceedings are a way to highlight the voices of the co-presenters. These are articles based on the material being presented at the institute.
 - Articles should be a max of 2500 words
 - Articles due by end of March (presenters only)
 - Published by mid to late May
 4. All PTC members should be at every General Session.
 5. Table Talks and Social/Networking Hours attendance highly encouraged.
 - Karen will assist on the Friday night social/networking. Emilie will assist
 6. Land acknowledgement
 - Land Acknowledgement – all committee members agreed to begin institute with a land acknowledgement; please add input to the Google Docs.
- B. Breakout Sessions
1. Session leads—you all have 2-3 sessions you are in charge of; Michelle reviewed all assigned sessions with committee.
 - [Register](#)—use the COMMITTEE ticket
 - Communicate with co-presenters and ensure they register (free event—use PRESENTER ticket)
 - Plan meeting(s) to design session slides (consider sending a Doodle poll for meeting date)
 - Keep theme in mind as you design: Driving Change: Building Unity, Culture, and Equity-mindedness
 2. Planning option—use Google slides template in the shared Google folder to work with co-presenters; slide decks due one week before the event (ASCCC will email you), but aim to be done by Feb 1
 - Effective practices for slides:
 - title slide with date and time and presenters' titles, pronouns, and colleges
 - session description slide (hidden/skipped)
 - objectives/session agenda
 - content for less than an hour
 - closing/thank you slide with info@asccc.org (contact info optional)
 3. Save the date: Training for the virtual platform (Pathable) for presenters will be on Feb 2 or Feb 3
- C. Session Zoom links in Pathable
1. Open session in Pathable 10 minutes before the meeting and meet w/co-presenters (ASCCC staff available for support, such as slide advancing and monitoring the chat)
 2. Live to attendees 1 minute before session
 3. Remind attendees of housekeeping things:
 - Use Pathable chat
 - Mute to avoid background noise
 - Closed caption available
 - Session survey in Pathable
- D. PTC technology needs—ASCCC will lend Ted a Chrome book; no other member expressed a tech need for the institute.
- E. Any other ideas or questions—none.

- VI. Plenary Fall 2020 Resolution
 - A. [PTC Resolution 1.02](#) (Steven)
 - B. Next steps for resource—considering a Google site for part-time faculty; committee members like the idea and ease of integrating the Google listserv with the free Google webpage for PT resources and helpful links.
- VII. Committee Goals and Priorities--[PTC work plan](#)
 - A. Google unofficial listserv volunteers (Chelsea sent directions and a Google form)
 - B. CCC LGBTQ+ Summit
 - 1. PTC did not end up submitting a presentation request due to time constraints, but Emilie said there are over forty applications.
 - 2. Reminder: There is a waiver if folks do not have financial support to attend the Summit.
 - If our budget allows the Summit will gladly support.
 - C. Regionals in spring—CV review component and small group mentoring—still in discussion.
 - D. Future item—adding in Guided Pathways work.
- VIII. *Rostrum*
 - A. PTC Articles
 - 1. Email articles to Michelle by January 1
 - 2. Length—average around 700 words but could be up to 1,500 words
 - Mentoring programs—Chelsea
 - Part-time voting rights and seniority rights—Grace and Luis
- IX. [ASCCC Awards](#)—promoting part-time colleague nominations.
- X. Announcements
 - A. Check for ASCCC upcoming events at [here](#)
 - B. Sign up for [ASCCC listservs](#)—Part-time listserv available
 - C. Forward [Application for Statewide Service](#) to peers
 - D. [Donations to Foundation](#)
 - 1. Use Amazon Smile (smile.amazon.com)—select Foundation of the Academic Senate for California Community Colleges
 - 2. Giving Tuesday ([GoFundMe](#))
 - E. Innovation Scholarship now available through ASCCC Foundation
- XI. Closing Comments
 - A. Any other final comments or suggestions—one member asking to change the meeting date; committee decided to keep Thursdays and shift to the 2:30 time. Michelle will send updated calendar requests.
- XII. Adjournment at 4:04 p.m.

In Progress:

- Part-time Institute Planning
- PT Institute Proceedings e-Publication
- *Rostrum* article: Mentoring Programs
- *Rostrum* article: PT Voting and Seniority Rights

- Google PT listserv

Completed Tasks:

- Resolution Fall 2020 1.02: Develop a Resource to Communicate and Encourage Part-time Faculty Leadership
- Plenary sessions: Mentoring Programs and Hiring Principles Canvas Tool
- *Rostrum* article: Faculty recommendations to second level interviews—focusing on diversifying the faculty
- ASCCC President Special Plenary Invitation Email (on 9/29/20 to local senate presidents and part-time listserv)
- PTC Workplan and Goals
- Updated ASCCC Part-time Committee Charge