Part-time Committee
Thursday, November 19, 2020
11:30 a.m.—1:00 p.m.
Zoom Meeting

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 * = present

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

II. Call to order and agenda adoption at 11:37 a.m.

III. Minutes
   A. Volunteer—Chelsea from 11:30—12:00; Karen from 12:00—adjournment.
   B. October Summary approval with no corrections.

IV. Shout Outs, Affirmations, and Lean-in
   A. Community norms: empathy, communication, responsibility.
   B. Part-time Committee charge approved by Exec—cheers to us!
   C. Thank you for completing the institute session descriptions!
      1. Everyone did a great job with the new charge and institute work! (meeting with exec is first week of December for feedback on session descriptions/presenters)
      2. Shout-Outs from the committee members: for all of us for staying strong and keeping promises to our students this semester; for the students who have been doing their own advocacy throughout this time; possible next agenda item: encourage local campus to support part-time technology access.

V. Part-time Institute: February 18-19, 2021 (virtual)
   A. Institute Outline approved
      1. Name change to Part-time Faculty Conference will happen for 2022.
      2. President Davison approved the consideration of conference proceedings e-publication—will need a lead volunteer to create a call to presenters for papers.
         a. Karen and Chelsea will volunteer for the CFP & marketing paragraph.
      3. All co-presenters approved on current institute outline—taking no other outside ASCCC presenter requests.
         a. All interested attendees are free of charge.

B. Breakout session titles, descriptions, and presenters verified through email on Nov 16.
   1. Session leads—please communicate with co-presenters and ensure they register (free event—use PRESENTER ticket); and plan meeting(s) to design session slides.
   2. Option—use Google slides template to work with co-presenters; slide decks due one week before the event. Consider sending a Doodle poll for meeting dates to plan slides.
   3. Save the date: virtual platform (Pathable) training for presenters will be on Feb 2 or Feb 3.
   4. Be sure you register—use COMMITTEE ticket: https://www.eventbrite.com/e/2021-part-time-faculty-institute-virtual-event-registration-101241706670?ref=elink.
C. Any other ideas or questions:
   1. Extra notes: For Steven's session – bring up the Chancellor's Office Vision Resource Center and potentially discuss the concern with the VRC (user-friendliness, cumbersome, etc.).
   2. Disseminating information for the part-time faculty: encouraging people to explore their union options for technology access.
   3. Everyone is encouraged to attend the networking event after the final panel "Driving Forward"; for the closing session Michelle will post some questions for panelists to answer (all PTC adjunct members are panelists); all committee members should attend the opening session featuring the Student Senate.
   4. Grace's suggestion: because we saved ASCCC money for hotels, can we do an Uber Eats coupon for the participants. Response: true cost is lowered; however, normally 3CSN sponsors the event – this year they did not. Without the sponsorship there isn't enough money in the budget to have food for attendees and participants. Instead, the Thursday Game Night social will possibly have Uber Eats cards as prizes to incentivize participation.
   5. Michelle reviewed "best practices" for organizing breakout slides using the PPT template, and how to use the Pathable platform for presentation. At the end of each session, recommend to attendees that they can email info@asccc.org, if there are any questions about specific topics.
   6. ASCCC communications regarding Pathable and institutes is sent through "ASCCC SANDBOX." This is not junk mail, so please make sure to look out for these emails about the Pathable training/access.
   7. Michelle needs to do a workshop for PT Committee on her MAIL MERGE timesaving tips!
   8. Reach out to Michelle for any questions about how to plan and organize the breakout slides, co-presenters, any Institute-related questions.

VI. Committee Goals and Priorities--review PTC work plan
   A. See the workplan for your assigned actions. Michelle briefly reviewed actions in progress.
   B. Regionals in spring—CV review component and mentoring could be explored (tabled to next meeting).
   C. Other ideas: Google unofficial listserv volunteers (Chelsea and Steven); more discussion after Institute (tabled).

VII. Plenary Fall 2020 Review
   A. Break-out sessions recap and success:
      1. Mentorship Programs as a Recruitment and Retention Strategy of Faculty of Color (Chelsea)
      2. Introduction to ASCCC Model Hiring Principles and Practices Canvas Tool (Emilie)
   B. Increasing PT faculty participation:
      1. Will send Plenary survey data when received from ASCCC office (Michelle)
      2. How did Caucus participation go for PT faculty? (Emilie)
         a. Emilie reported that PT faculty had to pay for Plenary registration in order to participate

in the PT faculty Caucus inside the Pathable. Karen: a workaround I noticed that other Caucuses did is they created a Zoom link outside of Pathable to make it accessible without having to go into Pathable.
- b. Michelle: Caucuses are in our ASCCC By-Laws, and they state that Caucuses should charge no fees to participate.
- c. Grace: ancillary funding for ASCCC events does not count towards the 67% compensation for PT faculty. Michelle said that the Resolution that Steven authored and was supported by our committee successfully passed in the Resolution voting at Plenary and should result in resources created for PT faculty for clarification around these issues of PT participation in ASCCC.
- d. Emilie reported that there was a lot of positive feedback to the session that she and Michelle presented on Model Hiring Procedures (a publicly accessible Canvas shell) at Plenary. Can these tools be taken to other conferences to benefit from this great work? e.g., how can we keep this information from just being shelved and moved on?
- C. PTC Resolution 1.02 (Steven)—click Adopted Resolutions packet for all passed resolutions.

VIII. *Rostrum*
- A. Click HERE for fall *Rostrum*
- B. PTC Articles—articles are due by Jan 4
  1. Mentoring programs
     a. Chelsie will write.
  2. Part-time voting rights and seniority rights
     a. Grace will aim to submit draft by Dec. 29, 2020. Luis will partner with Grace.
  3. Email articles to Michelle before January 1
  4. Length—average around 700 words but could be up to 1,500 words

IX. Announcements
- A. Sign up for CCC Anti Racism Opportunity (due Nov 20)
- B. Upcoming CCC LGBTQ+ Summit— Emilie announced that registrations for CCC LGBTQI+ conference are strong. We have 9 paid professionals total in the field of 115 CCC's to provide services for LGBTQI+ students and employees. Please continue to spread the word. Contact Emilie for more information.
- C. Check for ASCCC upcoming events at here
- D. Sign up for ASCCC listservs—Part-time listserv available
  1. The part-time listerv is the formal listerv through the Chancellor's office. Everyone should register for it; we can send emails out from it but it's a one-way message. Different from an informal Google listserv. Everyone on the listerv is volunteer basis for enrollment.
- E. Project Match applications open
  http://www.cccregistry.org/recruit_events/eventDetails.aspx?eventID=73
- F. CCC Registry Job Fair-virtual Jan 28—Feb 25

X. Closing Comments
- A. In Progress Review—future item: Guided Pathways into our charge*.* Guided Pathways ASCCC looking for ideas to infuse GP into systemwide work, as funding is ending for ASCCC work on GP.
- B. Any other final comments or suggestions—none.

XI. Adjournment—1:04 p.m.

In Progress:
- Part-time Institute Planning
- *Rostrum* articles: Mentoring Programs and PT Voting and Seniority Rights

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