

SAP Department Meeting Minutes

June 11, 2014

Attendance

Associate Dean Jeanne Marie Velickovic
Chairperson Gallarde, Philosophers Lane, Diem-Lane, McGruder, and
Sociologist Rillorta, and Minute-Taker Thomas

May minutes were approved.

Announcements

- ❖ A. Dean Velickovic expressed appreciation for Chairperson Gallarde's willingness to serve as chair, especially given that this role is challenging, time-consuming, and, at times, thankless.
 - A. Dean V's sentiment was seconded by all present.
- Dean Jenkins wanted to come to our meeting but is out sick today.
- Minute-taker Thomas announced that she will be presenting a workshop on the Aug 2014 Flex Day.
 - Workshop Title: *Do you Fight it? Flee it? or Face it? Understanding Your Conflict Management Style*

Note: Announcements were kept at a minimum to leave time to honor a Gary Kay, one of our adjuncts who is retiring after 25 years at MTSAC

Minute Taking

- We will wait until the Opening Meeting Dept. Meeting to discuss who will be the minute-taker
 - Dave Lane expressed appreciation to Minute-Taker Thomas for her willingness to take minutes for the entire 2013-14 academic year

Course Approval/Discussion

- Phil 99 has been approved
- Sociologists Rillorta provided information regarding the number of times a student can take Soc 99 for credit (once)

Adjunct Advisor Role

In the interest of time, a discussion regarding the role of the AA as well as a report on Minute-Taker Thomas' June 3 meeting with Casey is postponed until the August 2014 dept. meeting

H8 and the Scheduling of Adjunct Classes

- A. Dean Velickovic explained that the relevant elements for the evaluation of adjuncts are as follows:
 - Student evaluations (Look for common trends)
 - Class evaluations (Give ideas for improvement)
 - Administrative responsibilities (Getting things in on time, etc.)
 - Syllabus review
- Excellence in teaching should be weighed the most. Our main priority as a college is high caliber teaching; therefore, this should play the largest role in the assignment of classes.
- Adjuncts cannot be evaluated outside of the contract i.e. their class assignments cannot be based on whether they do “extras” for the department
- With the change in chairs, some adjuncts are experiencing some confusion and having trouble adjusting to the new expectations; therefore, if we as a department can clarify and standardize the expectations, the benefits will be many, including, but not limited to, the following:
 - a higher level of performance by the adjuncts
 - a lower level of stress for the chair and other evaluators
 - an impartial assignment of classes
- ***Further discussion is needed regarding this issue***

Addressing Intra-Departmental Conflicts and Concerns

A. Dean Velickovic gave the following recommendations:

- Discuss things face-to-face rather than using email because even things written with good intentions can be misinterpreted and misread
- Regularly allot time to express concerns
 - One place she worked at did this at least once towards the beginning of every year
- Be as free from other distractions when discussing sensitive topics.
 - A 4 – 6 hour retreat from campus would be something the HSS Division would fully support
 - Faculty could count a retreat towards supplemental hours
 - Breaking to eat may be better than trying to discuss issues over a meal

- Example: 1st two-hour activity > Food Break! > 2nd two-hour activity
- Be sure to have sufficient time to discuss any issues or concerns.
 - A minimum of 2 hours for our first discussion session if we do not have a retreat

Minutes prepared by Michelle Stewart Thomas