



San Juan College  
Adjunct Faculty Services  
Office of Learning

**MEETING MINUTES**  
Adjunct Faculty Advisory Committee  
Friday, February 6, 2009  
3:00pm-5:00pm  
**Room 2C – Educational Services Building**

<b>Attendance:</b>	Alyssa Brown, Georgia Cortez, Sharon Curtin, Liesl Dees, Neil Fischer, Debby Sawyer Al Buyok, Yvette Begay (Administrative Assistant)	
<b>Absent:</b>	Michael Clark	
I.	Review & Approval of Meeting Minutes (12/9/2008) <ul style="list-style-type: none"> <li>• AFAC Members approved the minutes as distributed.</li> </ul>	Committee Members
II.	Mentoring Program Subcommittee Update <ul style="list-style-type: none"> <li>• <i>Attached Meeting Minutes Mentoring Program Subcommittee</i> <ol style="list-style-type: none"> <li>a. When subcommittee is comfortable with their Plan, submit to school deans for input and then present to AFAC for input.</li> <li>b. Crossing would be okay, some value to making it the exception</li> <li>c. Resources should be specific to San Juan College</li> <li>d. First let's get the plan then move it to online (suggestion). Do we want to add an online component now or add it in later?</li> <li>e. Online instructors that are local first and get their ideas.</li> </ol> </li> </ul>	AI/Committee Members
III.	Next Steps-Rank & Promotion Initiative – <i>No Progress</i> <ol style="list-style-type: none"> <li>a. Move to next month</li> <li>b. Short discussion regarding different options to implement</li> </ol>	AI/Committee Members
IV.	Adjunct Faculty Tuition Waiver Update <ul style="list-style-type: none"> <li>• <i>Attached Tuition Waiver Policies</i></li> <li>• <i>Attached Tuition Waiver Form</i> <ol style="list-style-type: none"> <li>a. Let AI know if there are any adjuncts who need help with the form</li> <li>b. Looks like the new form will work a lot better.</li> <li>c. What about San Juan College employees who are also full time faculty               <ol style="list-style-type: none"> <li>1. AI will take questions to HR to work them out</li> </ol> </li> <li>d. The forms will be given to the school administrative assistants</li> <li>e. Some grammar errors noted</li> <li>f. Discussion regarding process</li> </ol> </li> </ul>	AI/Committee Members
V.	Maximum Hours Adjunct Faculty are Eligible to Teach <ul style="list-style-type: none"> <li>• <i>Attached Institutional Benchmarking Results</i></li> <li>• <i>Discussion and Recommendations from AFAC</i> <ol style="list-style-type: none"> <li>a. Where can we go with this information?</li> <li>b. Adjunct Faculty have expressed desire for this information/change</li> <li>c. 15cr to teach before</li> <li>d. Other institutions have allowed above 15cr. How can we around it?               <ol style="list-style-type: none"> <li>1. Even if this group were to push for 16 hrs. - be aware as an institutional, of the issues this could create for full time Faculty.</li> <li>2. Reach some compromise then we could have better support from Deans to move forward.</li> </ol> </li> <li>e. 9 cr hrs per semester is the rule.               <ol style="list-style-type: none"> <li>1. Per department or intuitional wide?</li> </ol> </li> </ol> </li> </ul>	AI/Committee Members



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- 2. Encore classes are credit classes so they count too.
- f. How does Santa Fe College get around the rule?
- g. Adjuncts help keep costs down.
- h. Bench mark more community colleges in NM, then clarify the 15cr.
- i. Who makes that rule-NM Law or is it San Juan College policy?
- j. Can we sign a waiver? No
- k. Add to agenda for next month when we have more information

VI. Items of Discussion from Advisory Council Members Committee Members

- Previous Items
  - a. Jason’s question: ratio of adjunct faculty teaching during Day v. Evening (In Progress)
    - 1. Ron Jernigan is going to run a report for us
  - b. Time allotted-changing from audit to credit
    - 1. The time in between is too short
  - c. Nurse on campus
    - 1. Concern that we don’t have a nurse on campus, at least one nurse.
  - d. San Juan College Photo Directory
    - 1. San Juan College Homepage-go to Quick Links: Enter Username and Password, Can print directory from there
    - 2. Linda Baker says our turn over is too high to develop a hard copy, we have electronic version
    - 3. For full time, support staff, and adjunct faculty.

VII. Appointment of New Adjunct Faculty Committee Members AI/Committee Members

- Who retires and who remains?
- Include retiring and new AFAC Members in Retreat?
  - a. Should we tie to academic year?
  - b. All are in agreement to extend as long as possible, taken a year to get the gist of it and finally starting to understand.

VIII. Set Retreat Date AI/Committee Members

- March 14 Retreat 9:00am-3:00pm (Proposed as March meeting)

IX. Set Spring Meeting Dates AI/Committee Members

- April 10
- May 1<sup>st</sup>