REDWOODS COMMUNITY COLLEGE DISTRICT  
Meeting of the Associate Faculty Committee  

Eureka:  7351 Tompkins Hill Road, SS 201 (Board Room)  

Thursday, October 17, 2013  

3:00 p.m.  

MINUTES  

1. Call To Order – the meeting was called to order by Sandra Rowan at 3:08 pm.  

2. Introductions and Public Comment: Participants are invited to make comments regarding any subject appropriate to the Associate Faculty Committee. None  

3. Approve Thursday, September 19, 2013 Meeting Minutes – MOTION: GILL/ROBERSON move to approve the minutes – APPROVED.  

4. Reports  
   4.1 CRFO Update – Distance Ed Evaluations, Sandra Rowan – AF has a second position open to represent AF at CRFO. The voting by Survey Monkey will end on October 20. So far it looks as though Wendy Riggs will be the new Rep, and will also represent AF on the CRFO Executive Committee. Please take any concerns, questions, interests to your union representatives so they can take those to the CRFO meetings. As of August, we had 52 members in the union, but that number has climbed into the 60s. Full time faculty has 66 members, so let’s get those numbers up! Distance Ed and the changes coming down the line are a current concern for both CRFO and the Academic Senate. CRFO has formed a Negotiation Council, of which Sandra is a Co-chair with Kerry Mayer. They invited all departments to join the Council for interest-based ideas from faculty, so the negotiation team will have an understanding of AF and FT faculty needs for Distance Ed. Jackie Caine and Mike Clark (DN) are on the Council. Email one of us and share your concerns and questions.  
   4.2 Academic Senate Update – Distance Ed Evaluations, Distance Ed Classes, Faculty Development, Sandra Rowan – Sandra presented a copy of Schedule F-2DE, the Supplemental Distance Education Teaching Evaluation form. This form has been scanned and sent via email to all AF just a few minutes ago by Crislyn Parker. Discussions last spring in DE committee led to the development of this form, which was approved by the Academic Senate May 3, 2013. Please look it over and take any concerns to your representatives. These are currently under review by lawyers for CRFO. It needs to be consistent through divisions and comply with ACCJC standards. Ruth Moon is also a CRFO rep, so you can take questions/concerns to her, also – Sandra declared Ruth to be “a champion for associate faculty”. Jeff Cummings, Executive Dean, reported to the Senate information about not having more than 50% Distance Ed courses for each
program. Right now there is no set procedure about who can teach DE, no training, and no way to have DE instructors evaluated. ACCJC will be looking into our DE course structure. So for now CR will be cutting back on online courses. Sandra reported she feels a potential negative impact of these cutbacks is that AF are vulnerable to being replaced by FT faculty if they need to substitute a face-to-face class for an online course. FT have bumping rights over AF and if we’re cutting online courses, then that means AF online instructors may lose their classes. Christine Dobrowolski spoke up about teaching nursing courses online. She hadn’t heard that any of her spring classes are impacted, as yet, by any cutbacks. On the upside, we were down FTES this semester, so we need to raise FTES for spring-Sandra thinks they will need online classes to fill gaps, but ACCJC is addressing the issue, requiring training, etc., and are finding that no systems are in place in many schools, which is a big concern. Distance Ed courses need to follow the same regulations/requirements that face-to-face courses must follow. As for Faculty Development, currently there is a $500 cap on funding to Associate Faculty. Sandra finds this to create huge constraints on the seminars, course, etc. that an AF could attend for faculty development. If a FT and an AF are going to the same event, and it costs $1500 to go, why should the FT get all $1500 funded, and AF only get $500. There are exceptions to this rule; if an AF is a presenter, they may qualify for full funding. At any rate, please utilize this Faculty Development opportunity. You need to apply for funding, and then the FDC will evaluate and make their recommendations to the Academic Senate. Sandra will be the “squeaky wheel” that will keep questioning the cap of $500 for AF funding (the FT cap is $2000). Asked what development possibilities are out there and how to find them, suggestions were to look for faculty development training online, check websites such as http://www.faccc.org/ (FACC-Faculty Association of California Community Colleges) as they have a part-time faculty section, and generally look at seminars and trainings that are mentioned in emails or flyers. Sandra encourages all AF to pay attention to emails regarding faculty development in order to take advantage of opportunities for funding, and that the more AF that attempt to obtain funding, the more the college will see that better qualified AF are a benefit. We are part-timers, some with other jobs, and if we take advantage of these opportunities, and speak up about our concerns, we will be heard. Bring up the subject with your divisions; let them know what seminars, etc. are of interest to you. @one is another great resource for trainings (http://www.onefortraining.org/). Having a central center for resource information would be great; in the meantime, share what you find and take advantage of FDC funding. It would be best to choose events that do not conflict with your scheduled classes so you do not lose pay.

5. Discussion Items
5.1 – None – but a member asked about flex time activities and why the reading of scholarship applications does not count toward flex when it is obviously of benefit to students. What does count toward flex time? Sandra suggested looking at your flex goals to compare them with opportunities that come along. She will do some investigation to clarify guidelines. Connie Carlson and Crislyn Parker would be good sources to ask if something would fit the criteria.
6. Announcements and Open Forum – a member asked when they should be getting their spring schedules, as the book orders are due next week, and she didn’t yet know what classes she’d be teaching. Sandra mentioned that her department already had their spring list, so she imagined one could check with their department to obtain the spring list.

7. Adjournment: On a motion by Robyn Roberson, seconded by Levi Gill, the meeting was adjourned at 3:55 pm.

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Next Meeting:
To be scheduled in November 21, 2013