1. Call To Order – Sandra Rowan called the meeting to order at 3:11 p.m.

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

3. Approve Thursday, November 21, 2013 Meeting Minutes – MOTION: FALBO/CAIN move to approve the minutes of November 21, 2013 - APPROVED

4. Reports
   4.1 Associate Faculty Information/Reminders, Connie Carlson – flex goals are due now if you haven’t submitted them yet. Read Keith’s newsletter, out tomorrow, regarding new Associate Faculty office space come fall - question arose about whether there would file cabinets available for Associate Faculty. Students will not be able to meet in this new location as it is the old Forum building, but there is an office space in the humanities for meeting with students.
   4.2 CRFO Update – Sandra Rowan attended a negotiations council meeting regarding the sunshining of the latest proposed changes. Discussion is on-going about scheduling from one semester to the next and the need for an Associate Faculty to be on the negotiating team. Kyle Falbo brought up that he is fresh this semester and is a member of the union; could he be a candidate for the negotiation team? Need to go forward with our concerns – Sandra has heard from Associate Faculty about their concerns regarding staffing. Permanent Faculty get their full loads first, and then Associate Faculty get the remaining classes. There are concerns over scheduling issues – last minute hiring for classes. There are 2 openings for Associate Faculty on the CRFO committee that deals with wages and working conditions issues – a current issue is credit classes moving to non-credit. There will be a change in the pay, as it is paid as a lab course, no longer lecture course. Ruth Moon indicated that she believes this is on the agenda. Meeting attendees suggested re-asking all Associate Faculty for their personal emails and requested the need to have the subject line of emails completed so Associate Faculty know to respond.
   4.3 Academic Senate Update – Sandra Rowan – big issue right now is enrollment, the college has to prove that we are fiscally viable. That is why CR is considering suspending service at Mendocino Coast and Garberville. Falbo had heard that we offered less classes in the fall and then that led to lower enrollment, plus the loss of distance education, both affected the enrollment. In addition we have to prove that the distance education classes mirror the
face to face classes. The college is working on how we train to teach distance education and comparing the classes. Ruth Moon noted that we now need to work on how to get out of this situation. Mike Clark indicated he had read that enrollment was declining at several community colleges; the repeatability issue and lots of other things have affected our enrollment. The goal is to fill the courses that we offer, have a good fill rate, and meet student success – completion of courses. Looking for Associate Faculty to be on the Faculty Qualifications Committee. FQC meets the second and fourth Friday of the month at 9:00, let Sandra know if you’re interested. Has the senate provided a response to the standard revisions – there has been discussion, but more discussion is forthcoming.

5. Discussion Items
5.1 – Sex Offenders/Megan’s Law in the classroom – Jacqui Cain spoke about the lack of a campus policy for notifying Associate Faculty when a student in your class is a registered sex offender. At her previous college in Washington they had established procedures for each identified level of conviction. Jacqui worked with her dean and Vice President Snow-Flamer. Keith is looking into the policies and procedures at other campuses and provided some immediate guidelines for handling this. CRFO was also notified, they are deciding if this is a grievable issue.
5.2 – English as a Second Language courses – there was discussion about the 102 and 302 ESL classes, if a student is able to pass both classes they would be able to enroll in English 1A. The issue is determining the correct placement into these classes. 202B ESL is a non-credit course, Liz Carlyle pointed out that this class level is not preparing students for English 1A. Mike Clark spoke about his ESL classes, the students have a diverse level of understanding, but the students are glad that CR recognizes that they exist and that CR is providing this opportunity. Carlyle pointed out that she only has to prepare for the class; there is no take home work to grade.

6. Announcements and Open Forum - Due to the time, the rest of the agenda will be discussed at the next meeting
7. Adjournment MOTION: CAIN/BLAKESMORE move to adjourn the meeting. APPROVED The meeting was adjourned at 4:25 p.m.

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Next Meeting:
March 13, 2014