REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Associate Faculty Committee

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

Thursday, November 20, 2014

3:00 p.m.

MINUTES

1. Call To Order – 3:04 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, October 16, 2014 Meeting Minutes – MOTION – FALBO/BEAUPRE to approve the corrected minutes. APPROVED

4. Reports
   4.1 Associate Faculty Information/Reminders – Connie Carlson – final flex reports are due by December 5th; computers are now working in the FM 108 (the Associate Faculty office space) – still working on the ability to scan to the computer. Spring contracts will be out the end of the first week of December. Kyle had inquired about the Frisbee golf course, due to seismic studies the course was closed for the heavy equipment. Seismic work is still going on; in addition there was a trash problem for the maintenance department. Happy Thanksgiving – Sandra noted that there are filing cabinets now available in the Associate Faculty office. Jacqui asked about a change in the date of having assessments filed, this is currently under discussion in Academic Senate, no change at this time. There is a concern about being able to get assessments done in a timely fashion.
   4.2 CRFO Update – Sandra Rowan spoke about the MOU between Redwoods Community College District and CRFO that will incorporate teaching noncredit courses – there was an email from Peter Blakemore – be sure to read. There was mention of the TLUs not being counted in the faculty load, that is not true, all TLUs are counted towards Associate Faculty load. At the Faculty meeting on December 3rd there will be discussion about this. There were questions about the terminology used in the MOU. Betsy inquired about the pay scale information that is in the MOU, is it implying that there is one rate of pay. Clarification is needed. They are looking for at least 15 students enrolled in the noncredit classes. Jacqui will get clarification about the TLUs, the chart on the MOU and what is capitation? Marla spoke that the deans will be more in charge of the noncredit introductory courses; the Permanent Faculty will be involved to insure that there is student success. Jacqui Cain spoke about the negotiation council – first meeting is tomorrow – looking for
interested parties to be involved. Discussion – MOU, idea that there might be
some triggers to allow for salary increases to happen – how would it be
implemented? Sandra added that when CRFO enters into negotiations it is an
interest-based discussion – look for all parties to win. Jacqui talked about
other options the funds could be used for – i.e. health benefits, personal days,
sick days during the summer. Trying to get a sense of what the Associate
Faculty are considering.

4.3 Academic Senate Update – Colette Beaupre – The Academic Senate has met
twice since the last Associate Faculty meeting. The next Senate meeting is
tomorrow. November 7th there was a general faculty meeting. At the October
17th there were two action items – curriculum committee recommendations –
mostly updates to curriculum; there was a new course proposed for
communications – designed to contribute to the multicultural curriculum
offered at College of the Redwoods; approved by the Senate. The other item –
became action item 4.2 – senate position on the Canvas LMS as a
replacement for Sakai LMS – senate approved and now we have heard that
the administration has supported this change. At the November 7th there
were three action items; 4.1 – curriculum committee recommendations – all
approved except one new course that had a conflicting name with a current
course. Item 4.2 – BP/AP 4020 program curriculum and course development;
4.3 professional relation committee bylaw – deals with conflict between two
faculty. Sandra brought up the action items scheduled for tomorrow’s
meeting – curriculum, faculty development – urged Associate Faculty to
apply for these funds too; and credit by examination – beneficial to the
nursing program. Down the line this could benefit other programs as well.
Academic Senate page is on the CR website so all documents, past and
present, are available for viewing.

5. Discussion Items

5.1 How Associate Faculty may wish to “claim” their new work area – more
Associate Faculty need to come and use the new space – how can we encourage
people to come, each work station is not personalized but available to all. Have a
kick off with the new semester. At other schools they have mail available, training
sessions.

5.2 Personal days – some Associate Faculty don’t feel comfortable asking for
their personal day and it causes them concern about possibly not getting rehired.
Sandra feels that is unreasonable but she wants to hear if other Associate Faculty
feel that it is implied there would be a problem if they use their personal day –
could just be a communication issue. Clarify if this is fear from dean or other
faculty in their discipline.

5.3 Accessible documents/course materials – Sandra posted Power Point
presentations from the publisher on her website, there was a handout that described
everything, but one picture did not have a description – Sandra can either eliminate
that one slide or add a description to that one picture. Recommend that everyone
review their Power Point presentations. Trish Blair is willing to work with
everyone and she would rather have it happen in advance of a situation. Spread the
word to work with Disabled Students. Kyle thought more students were having access to materials. Ordering books is now the responsibility of Permanent Faculty/Associate Faculty and there is a conflict with scheduling. Kyle provides a link to the free textbook that Math has available. Marla will take to dean discussion about how to handle book order. Sandra pointed out that the book orders are due before the classes have been offered to the Associate Faculty. Marla pointed out that it is faculty work to choose the textbook. In the meantime talk to the Permanent Faculty about establishing a process to make it easier.

5.4 Evaluation Process – Sandra brought this forward, especially for new Associate Faculty – they don’t understand how to prepare their documents (AF 4) for the evaluation. We could mentor the new Associate Faculty so that these forms wouldn’t be frustrating – help them through the process. Good to have the paperwork ahead of time to review and be prepared for the discussion. Marla noted that if you have other points to make don’t sign the evaluation and write up your comments. Jacqui – we could get a list of Associate Faculty who would be willing to walk new Associate Faculty through the process. Urged Associate Faculty to review the new forms.

5.5 Meetings with Administration/Students – a faculty member was asked to come to the dean’s office to meet and a student was there, there was no advance notice about the nature of the meeting. You can ask for information about meetings so you can be prepared. This allows for you to be organized and communication is very important.

6. Announcements and Open Forum – Colette Beaupre – members of the Academic Senate were invited to attend a three-hour training on the Brown Act – a copy of the materials is available for review in the Associate Faculty office FM 108. Sandra – Kathy Smith put out an email about Relationship Violence Prevention Resource Manuel – comments are being solicited. Canvas workshops have been posted – questions arose about compensation for the training and it was said to be professional obligation (counts towards flex.)

7. Adjournment – CAIN/FALBO move to adjourn at 4:18

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Next Meeting:
March 12, 2015