

Adjunct Faculty Committee 2024-2025 Meeting Agenda

Date: Friday, April 4, 2025

Time: 2:00pm – 3:00pm // **Start Time:** 2:03 PM CST – 2:38 PM CST

Location: Virtually via Microsoft Teams

1. Welcome & Introductions (1 min)

- Introduction of any new members

2. Other Items (1 mins)

- Overview of items discussed in previous meeting
 - Katie to send out March FC notes to adjunct faculty
- Discuss potential initiatives, goals, and priorities
 - **March Faculty Council Discussion Points:**
 - These were sent out by Matthew Hamilton on Thursday, April 3, 2025. Katherine will send out FC notes for both February and March to other adjunct faculty.

3. Discussion (50 mins)

- **Opportunities to better Adjunct Faculty general knowledge of the role:**
 - Have connected with Rebecca who has provided a contact to assist in adding our adjunct faculty information
 - Not sure about creation of a forum that isn't moderated. Potential problems were noted but I will reach out to the contact she provided to better understand the college procedure
 - A form for questions was not recommended as we have a FC email for faculty to send questions, and we have adjunct faculty reps to field adjunct questions. The idea is that providing these email addresses is enough otherwise it will create an additional venue for questions, which seems like it would be quite a lot for reps and the executive council to keep up with.
 - Faculty Starting Line Canvas shell
 - Would like to add a tab specifically for adjuncts that would provide adjunct-specific information
 - We should be able to work with the Technology Committee within the Faculty Council to create this tab and also lean on them to ensure that the tab remains updated with the most current information.
 - This would enable a more standardized process for adjuncts as well as one area where all important information is housed
 - Discussion: Solidify the information that should be included and then reach out to the appropriate individuals to get it uploaded into the Canvas shell
 - Review the information input from our group in the Teams shared file:
 - <https://collin.instructure.com/enroll/E3RLKL>
 - Review the feedback provided from adjunct faculty (link was provided in the Adjunct Corner section of the Faculty Council Newsletter:

- Ideas for Faculty Starting Line Canvas Shell - Adjunct Faculty.docx
- Get bulletin boards at each campus like the one at Frisco to house information – Instruction Office?
 - Specific adjunct faculty tasked with getting bulletin boards to house information on each campus.
 - Associate Deans and Discipline Leads list
 - Master Calendar
 - Final Exam Schedule
 - Academic Calendar
 - Faculty Work Days
 - Holidays
 - Locked Classrooms
- Building information
- Lockboxes for keys information
- Potentially look into Adjunct Community Canvas shell – inactivated
- Tech tips
 - McGraw Hill Connect/Cengage
 - Kahoot, etc.
- Link to Canvas How-To videos
- Syllabus instructions
- Questions? Who to reach out to - POCs
 - Re: Textbooks, classes, syllabi, course assignment, etc.
- Dual Credit information
 - How To Videos – One Login
- HR policies – flags, etc.
- Coursevite – how to's, etc
- Handbooks
- Volunteer/Faculty Engagement
- Pay Scale link
 - Adjunct to FT – salary information – retirement!
 - Workday website link
- FC Committee list and breakdown
- Forums for Q&A
- Form for questions to FC reps
- Adjunct Faculty Academy for training and professional development – Allison Venuto
- HR Site
 - <https://cougarweb.collin.edu/pages/human-resources-links>
- Calendars:
 - https://www.collin.edu/hr/hr_calendars
- Compensation & Classification:
 - <https://www.collin.edu/hr/hrcompensation/>
- Training & Dev't
 - https://cougarweb.collin.edu/pages/traininganddevelopment_main

- Benefits:
 - <https://www.collin.edu/hr/benefits/>
- Faculty Handbook
 - <https://cougarweb.collin.edu/resources/global?search=faculty%20handbook>
- **FC Monthly Newsletter**
 - Adjunct Faculty Corner
 - Planning to include updates from today's meeting in the April newsletter
 - A form will be sent out to Adjunct Faculty to get ideas on what initiatives we should work on 2025-2026. Likely to be a 1 question survey.
 - Any ideas?
 - Include accolades in Adjunct Faculty Corner
 - Members to send information they would like to include by **Friday, April 18.**
- **FC April Meeting Presentation**
 - Planning to include a short demo if we are able to get our adjunct faculty Canvas tab started
 - Otherwise, we will include our roadmap of what we plan to include
 - Any other ideas? Members welcome to join in on presentation. Alyna to ask Rebecca if able to present at next meeting since it is the last FC meeting of the school year.

4. Administrative Updates (3 mins)

- Subsequent meetings are virtual
 - Teams invitations have already been sent out
- Scheduling, evaluations, and other operational matters. Review meeting time every semester/update scheduling. Please expect a survey at the beginning of August for the Fall 2025. Alyna will then check the majority and update the calendar and invitation.

5. Open Floor for Questions & Suggestions (2 mins)

- Address any concerns or ideas from committee members
- **Get Feedback for Next Initiative(s)**
 - A form will be sent out to Adjunct Faculty to get ideas on what initiatives we should work on 2025-2026. As discussed, we plan to include this in the Adjunct Faculty Corner this month and next month.

6. Wrap-up & Next Steps (3 mins)

- Summary of action items
 - Solution for scheduling issues
 - Will continue to discuss and try to come up with solutions
 - Creation of documentation for new adjunct faculty members to be uploaded to eLC course shell
 - Areas to include are listed above
 - Work on updating the Canvas shell
- Discuss date(s) for the next meeting(s)
 - VIRTUAL meeting – **Wednesday, April 30 at 6:00pm**

- Teams invitation has been sent out
- Does this time work for everyone? Appears to work for most. This time was chosen based on the second most votes received on the survey for Spring 2025.

Total Time: 1 hour

This agenda is designed to keep the meeting focused and efficient, while covering essential topics to set a strong foundation for the year ahead.

- Please let me know if there is anything additional you would like to discuss, and I can add it to the agenda.