**Team Adjunct & Colleague Connection notes from meeting on 5-2-17:**

Attended: Andrew, Jarrod, Lucia, Denise, Rob, John, Nathan, Nina and Rachel

-We went over the 5 projects this group decided to focus on:
 **(1) Create a more comprehensive orientation for all new English teachers**
**(2) Make the Adjunct Mentor program more structured**
**(3) Create an online Canvas English Department space (completed)**
**(4) Set up informal class observations (will happen when Fall classes begin and
 group decided to include the whole Division)**
**(5) Creating an adjunct space**In connection to project #1 above:
Aug 12th Saturday Adjunct Symposium (8:30am to 3pm) Teaching and Learning Symposium. Get a group of English faculty to be present for English portion and can present all or parts of the new orientation. Flex credit for FT and ask Dean about paying PTers—Jarrod, John, Lucia and Denise interested in leading it.

Over summer, some faculty will be working on creating 2 online Orientations. A question was raised about paying adjunct for summer work as this will affect their summer unemployment pay. Ask Dean if the summer hours can be billed in Fall.

**(1) Skyline Orientation Brainstorm: (Rachel, Rob, Nina as resource)**From last meeting:
--Who are we as a school?  Initiatives? Campus climate?  Support for innovation?
--Who are our students?  How are they different from other schools?  Types of pressures/time
    restraints they are under?  Demographics?  How to effectively direct them to support services?
    Texts that would appeal to our student population?

Additions from 5-2 meeting:
SLOs, course outlines, overall expectations, syllabus: best practices, logistics (parking permit), map with explanations, librarians introduction, links to CTTL, Canvas, focus on CTTL, room numbers versus building numbers, email last name first initial, acronyms, links to Division and Dept meetings, library information literacy workshop, Institutional effectiveness committee has the stats, professional development, how can I get involved? Demographics and strategies? TLC, workshops, support services, what is SI? Financial support for adjunct/housing. Logistics (door card, email), places to hold office hours, computers labs, IT contacts, Websmart..
**English Department: (Rachel, Rob, John, Jarrod)**From last meeting:
--Who are we as a Department? Learning communities?  Committees?  Programs? Acceleration?
--What philosophies do we have as a Department?  Being student-centered?  Active learning?
    Ideas behind the Rhetoric?  Emphasis on text-based writing?  Teaching composition?
    Effectively using scaffolding?  Teaching timed writing?  Best practices in the English
    classroom?

Additions from 5-2 meeting:
Logistics, who is in Language Arts office? Who to contact? Syllabi, lesson plans, links to free journals, Engl 105 community of practice, mentor program-revamp (walking tours, regular check-ins).