From: Bell, Rachel K.

To: Gibson, Christopher;

Gutierrez, Mary

Hi Mary and Chris,

Last week, the group ***Adjunct & Colleague Connections*** met.  I'm attaching the notes here but I'll highlight the Dean-level questions they asked me to pursue:

(1) They asked me to revisit advocating for a dedicated adjunct space (in a quieter/larger space than the division workroom) and contained things such as:  computers, desks to conference with students, places to store items.  With all the campus-wide renovations going on, are there any plans for an adjunct space either within our division or campus-wide?

(2) Our adjunct at the meeting said it was stressful being evaluated their first semester and wondered if it was possible to get evaluated during their second semester.  They also asked for clarification on how "high-stakes" these evaluations are--could they not be rehired the following semester based on an evaluation?

(3) Can we offer a "How to get hired full-time in English" workshop?  What would the best way to offer it?  Through the CTTL? During Flex? How much of the process is ok to share (i.e. interview questions and KREs used in the past, types of teaching demos we have asked for, how we score cover letters-resumes based on the job description).

(4) Which committees can adjunct serve on and which can they not?

(5) What can be paid work for adjunct expanding their roles beyond the classroom and what should be considered part of the job or considered flex credit?  Can we incentivize wider adjunct participate through more paid work?

(6) Also, when I sent out an email to our adjunct asking them how I could be of help, one asked about the copy restrictions of only 1-2 copies on the Division copier and expressed concern that it is not always possible to wait for the 2 day turn-around from Central Duplicating for class-sets.  She wanted to know if she could on a occasion make a class set of copies.  Is there an official semester number of copies?

(7) Lastly, questions came up about revising course outlines and adding units to Engl 100 and Engl 110, but our 11/3 meeting will be dedicated to looking at and revising course outlines, so those questions might be best addressed/discussed then.

Rachel