**Team Adjunct and Colleague Connections Meeting Notes from 3-21-17:**  
  
Attended: Rachel, Nathan, John, Denise, Jarrod, Rob, Lucia.   
  
The team decided on 5 tasks to complete:  
  
**(1) Create a more comprehensive orientation for all new English teachers (part and full time)**  
  
**Current orientations:** No campus-level orientation for adjunct—perhaps they could be included in the full-time bootcamp? Mary meets 1 ½ hours with English adjunct: covers logistics like doorcards, smccd email, timesheets.   
  
**Proposals for revised English orientation:**   
Description of the faculty environment: department members, committees, campus initiatives, what all the acronyms mean. Types of books to teach? Umbrella we teach under? Skyline is particular so what is the environment here? What kind of support is here? Create a collection of sample syllabi and lesson plans. Who are our students at Skyline? What pressures do they face? What makes them different from other campuses? How are we different from SF State? How best to command/lead the classroom? How best to deal with their psychological needs? What are the psychological support services? How involved should an English teacher get? How to help with other crises our students face i.e. financial and where to send them? What are our Department cultural differences i.e. how the Department teaches composition, timed writing, theme, etc.? Emphasizing the importance of office hours. We can include some of the best practices from Chris Gibson’s English 105 training. Set up an initial “Meet and Greet” for new faculty at the beginning of each semester.  
  
The group will meet again in spring to set up the outline/structure of the overall orientation but the group asked if we could do this as paid work in the summer to build the actual content of the English orientation.   
  
  
**(2) Make the Adjunct Mentor program more structured:**  
  
**Current mentor program:** Mentors are assigned to each adjunct led by Kathleen. Then it is up to the mentors and mentees to connect. Some do and some do not.   
  
**Proposals for revised Mentoring Program:**  
Create a way for adjunct to connect meaningfully to faculty. Create a “Checklist” of what Mentors should do/what Mentees should do i.e. meet at least 3 times per semester. Create a list of faculty listing particular areas of strength expertise so adjunct could contact different faculty based on interests and needs. Maybe create a system where adjuncts can shadow faculty.  
  
  
**(3) Create an online Canvas English Department space:**  
  
Rachel will create a Canvas space where the English department can post successful assignments, collect examples of A, B, C papers for each class as models, create forums where people can post and answer questions, share links and other materials.   
  
**(4) Set up informal class observations:**  
  
Rachel will set up a system where people can sign up to observe or be observed informally.   
  
  
**(5) Creating a adjunct space:**  
  
Can we create a “bullpen” for adjunct where there are desks, computers and space to meet with students but also interact with one another?