

CEER Notes

12.09.16 | 7102 | 10:30A to 1:30P

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Issues

- Notification of assignments to PT faculty
 - When
 - Who does the notification (delegation?)
 - How much advanced notice for class cancellations
- Some PT faculty only find out their assignments on WedAdvisor
- Need clear communication between Dean and PT faculty
- Who markets classes as the semester approaches – on a regular basis, not just one time
- How to facilitate communication between FT and PT faculty
 - Get information, sharing, critiques
- PT faculty are too isolated; need opportunities to participate at times other than during week days
- Onboarding new faculty – what information is provided regarding email

Stakeholder Interests

- PT Faculty
 - Livelihood
 - Course planning
 - Emotional impact/sense of being valued
 - Clear communication
 - Inclusion
- HR
 - Paperwork processing for late hires
- Students
 - Course planning
 - Clear communication
- Deans
 - Workload
 - Clear communication
- FT Faculty
 - Relationships with PT when bumping
- College
 - Efficiency (FTES, growth target)
 - Meeting student needs

Options

Related to Assignments

- Be mindful when communicating about course cancellations; provide more information
- Make sure all PT use Ohlone email
- Document processes for scheduling, assignments, and cancellations – perhaps share in department meetings or include in faculty handbook
- More consistency in communications about assignments across divisions
- Improve timing of decisions regarding assignments
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Related to Proactive Steps to Encourage Enrollment

- District can provide guidance about things PT can do for themselves; give PT more sense of control
 - Check WebAdvisor more
 - Marketing Ideas, including using social media groups
- Provide models for team efforts to address low enrollment – for example, how the Communications Department refers students to lower enrolled sections
- Explore using waitlists to capture interest in a course and to target communications
- Market Educational Planning to students
- Provide earlier notice to faculty when classes are low enrolled so that there is time for marketing
- The College can send emails prior to the start of term to highlight open classes
- Bring PT and FT together to work cohesively together on enrollment
- Provide pictures of faculty on the website to foster connection to students

Related to Fostering Connections for PT Faculty with the College – to be shared with Faculty Senate

- Mentoring of PT by faculty within the department (because of potential awkwardness for small departments, evaluations don't have to be done by those within the department)
- Dialogs about teaching/learning across departments
- Record professional development presentations more often to make more available
- Better connections can help with getting all PT faculty to use College email
- Consider how to connect to evening faculty
- Encourage FT to reach out more to PT faculty