



## Meeting 2 - MINUTES

**Name of Committee or Team:** Adjunct Advisory Committee

**Support Documents Link:**

**Recording link:** [AAC Meeting 2](#)

- **Committee Members Present via WebEx:** Ian Leighton (ENGL), Willie Davis, Tracy Nothnagel, Laura Bishop, Robyn Corey, Rick Caprario, Iskander Zakirov
- **Resource Members Present via WebEx:** n/a
- **Guest(s):** n/a
- **Scribe:** WebEx AI

**Date:** December 5, 2024

**Time:** 6:30pm – 7:30pm

**Room:** WebEx:

<https://lccedu.webex.com/lccedu/j.php?MTID=m487b573430ed9bf472e883342300045f>

Agenda Item	Tentative Time	Discussion	Next Steps
<b>Approve Minutes from last meeting</b>	6:30-6:31pm	<ul style="list-style-type: none"> <li>• Ask for approval from those who attended last meeting. Recording: <a href="#">First Meeting Adjunct Advisory Committee-20241025 1503-1</a></li> </ul>	Done. Good.
<b>Introductions and How to...</b> This will mostly be a review of what we did last meeting, but with so many new attendees, I feel we should cover it again.	6:30pm – 6:45pm	<ul style="list-style-type: none"> <li>• Ask for various assignments: Vice chair, scribe, etc.</li> <li>• Claim an hour's pay (Green Sheet within your department. You can include my email and Eliza's as well). Payment comes from your department – not the Senate directly.</li> </ul>	Laura motioned for Rick to be Vice Chair. Seconded by Robyn. Laura motioned to table the scribe – Rick seconded it.
<b>Go over duties and the general purpose of this committee</b>  This will mostly be a review of what we did last meeting, but with so many new attendees, I feel we should cover it again.	6:45pm – 6:50pm	<ul style="list-style-type: none"> <li>• Provide a platform for adjunct faculty members to communicate their perspectives, concerns, and suggestions regarding institutional policies, practices, and initiatives.</li> <li>• Address academic issues pertinent to adjunct faculty members and advocate for their interests.</li> </ul>	

Agenda Item	Tentative Time	Discussion	Next Steps
		<ul style="list-style-type: none"> <li>Promote professional development opportunities, resources, and support services tailored to the needs of adjunct faculty members.</li> <li>Enhance the integration of adjunct faculty members into the LCC academic community and facilitate their engagement in campus activities and governance structures.</li> <li>Regularly report to the Academic Senate on progress, retain committee approved meeting minutes, and maintain a representative membership.</li> </ul>	
<b>Etiquette</b>	6:50pm-6:55pm	<ul style="list-style-type: none"> <li>Be polite</li> <li>Speak with the assumption that everything we say is recorded and will be reported.</li> <li>Avoid badmouthing others, the institution, etc.</li> </ul>	
<b>Suggested survey to all LCC adjuncts to find out what we can do for each other and our cause.</b>	6:55pm – 7:20pm	<ul style="list-style-type: none"> <li>*Suggestions on a way to target adjuncts only with a survey.</li> <li>Create questions of their concerns.</li> </ul>	List questions here
<b>Reminder to attend Board of Trustees meetings if possible</b>	7:20pm-7:21pm	<ul style="list-style-type: none"> <li>There is a Board of Trustee's meeting ..... check schedules on page <a href="https://www.lcc.edu/calendar/event-details/26d0c9e8-623a-46d8-847d-c9c36ba09815">https://www.lcc.edu/calendar/event-details/26d0c9e8-623a-46d8-847d-c9c36ba09815</a></li> <li>Learn about what's going on here at LCC</li> <li>Participate if you are able</li> </ul>	
<b>Next meeting – Times and days that work for you all?</b>		<ul style="list-style-type: none"> <li>When would be an ideal time to meet next?</li> </ul>	Plan a set meeting time that suits everyone
<b>Any topics for the next meeting?</b>		<ul style="list-style-type: none"> <li></li> </ul>	

Meeting adjourned at 7:28 pm

WebEx Chat Information:

Polling Results:

Rick C. – Ask HR about the retention rates per department or college over a 7-year period. Leadership within the departments and how those departments - what the cycle of adjuncts looks like (tenure (time at work) and hiring cycle looks like).

of adjuncts here and why they have a turnover. Look at the data for the survey.

What is a barrier at LCC as an adjunct?

What is your influence?

What could be better?

What is good about being an adjunct?

What do you want at your job as an adjunct? Be PT or become FT?

What keeps them here?

What makes them go?

\*Surveys for adjuncts are out there – adjunct faculty polls and satisfaction surveys

<https://academicaffairs.highline.edu/wp-content/uploads/sites/74/2022/11/The-Adjunct-Faculty-Advisory-Committee.pdf?x66812>

<https://www.sccc.edu/facultystaff/committees.shtml>

[https://www.aft.org/sites/default/files/aa\\_partimefaculty0310.pdf](https://www.aft.org/sites/default/files/aa_partimefaculty0310.pdf)

WebEx Notes:

The meeting focused on establishing a regular schedule, improving communication, and gathering information to address concerns and needs of adjuncts at LCC.

- The committee needs to establish a regular meeting schedule and set dates well in advance.
- Pay for committee meetings should be submitted individually, not through the Senate.
- A WebEx group will be created to facilitate communication and gather input from members who cannot attend meetings.
- The idea of sending out a survey to adjuncts at LCC was discussed as a way to gather information on their concerns and needs.

- The committee expressed interest in obtaining data on adjunct turnover rates and retention within different departments at LCC.
- It was suggested to reach out to chairs of similar committees at other colleges to learn about their initiatives and gather ideas.
- The meeting discussed the need to understand what other people are doing and how it affects the adjunct community.
- There was a discussion about the different experiences of adjuncts and their varying desires for full-time positions.
- The idea of conducting a survey to gather information about adjuncts' barriers, wants, and influence was brought up.

#### Action Items:

- Ian Leighton will send out an Excel sheet with everyone's contact information for accuracy verification.
- Laura Bishop will create a WebEx group for the committee members to discuss and determine a regular meeting schedule.
- Ian Leighton will explore the possibility of targeting adjuncts through a list serve.
- Schedule the next meeting on a weeknight, excluding Fridays
- Tracy Nothnagel will help with advertising the committee and increasing engagement through the engagement committee.
- Ian Leighton will send a link to Laura Bishop.
- Rick Caprario will ask the HR department to identify turnover rates and average time from hire to leaving for adjuncts.
- Gather information on what adjuncts want and what their barriers are
- Tracy Nothnagel will reach out to other colleges with similar committees to gather information on their initiatives and survey strategies.
- Ian Leighton will share documents and information about other adjunct faculty advisory committees with the group.
- Develop a research question to guide the survey
- Research existing adjunct satisfaction surveys and benchmark their questions
- Consider open-ended questions in the survey to allow for free expression of thoughts
- Review the links provided in the chat for additional resources