



Thursday April 24, 2025 - **Meeting 5 - MINUTES**

Name of Committee or Team: Adjunct Advisory Committee

Support Documents Link:

Recording link:

Committee Members Present via WebEx: Ian Leighton, Iskander Zakirov, Willie Davis, Robyn Corey, Rick Caprario, Laura Bishop, Tamra Hunt

- **Resource Members Present via WebEx:**
- **Guest(s):**
- **Scribe:**

Date: Thursday April 24, 2025

Time: 8pm – 9pm

Room: WebEx:

<https://lccedu.webex.com/lccedu/j.php?MTID=mf2a7fba94f8b9e035a0499d488699a87>
<https://lccedu.webex.com/lccedu/j.php?MTID=m487b573430ed9bf472e883342300045f>

Agenda Item	Tentative Time	Discussion	Next Steps
See if we have quorum (this will be done after we identify who members are vs. visitors)	8:00pm-8:01pm	<ul style="list-style-type: none"> • We did not. The meeting from March will be sent out via email for member to vote on and approve. 	
Approve Minutes from last meeting (March 27, 2025)	8:01pm-8:02pm	See immediately above.	
Assign a scribe	8:02pm-8:03pm	<ul style="list-style-type: none"> • Not tonight. Perhaps the 6th time will be a charm. 	
Rick & Ian's report to you about our meeting with Sally Welch	8:03pm-8:20pm	<p>-Green Sheets (paper or electronic) -submitted weekly or biweekly.</p> <p>-Purple sheets (paper or electronic from the meeting host (director/dean) -used after an admin calls a meeting.</p> <p>-Time Logs (CEWD) (paper or electronic) -sent to us biweekly to fill out.</p> <p>-Banner Time Sheet (electronic) -submitted biweekly, as I remember.</p> <p>-Emails to the timekeeper -I'm not sure about the frequency of this, as I've never used it at LCC.</p> <p>-HHS form (attached)</p> <p>-Yellow Sheets</p> <p>-Possibly a different form used at Tech Careers.</p>	

Agenda Item	Tentative Time	Discussion	Next Steps
<p>Course Shells and Completion for adjuncts. Do new adjuncts create their own class right before teaching? Or are there pre-made D2L shells that a new adjunct can just open and use?</p> <p>Also, with this, accuracy of links, syllabi, etc.</p> <p>Look at this all through the lens of a new adjunct at the college.</p>	8:20pm-8:40pm	<ul style="list-style-type: none"> • We talked about the importance of having “plug and play” master classes set up for new faculty (adjuncts). • We discussed whose responsibility it was to make sure this happens: FT faculty, paid adjuncts who are lead faculty, etc. 	
<p>Continuation - Adjunct Payment at LCC - talk to Eva and use the adjunct committee as the vehicle to talk to Eva. This is your chance to be heard. I am deliberately asking you to share, as last meeting was dominated by a few of us. We want your voices to be heard.</p>	8:40pm-8:50pm	<ul style="list-style-type: none"> • No additional conversation about any topics here. 	
<p>Concerns that we can bring to LCC. i.e. is there anything that would make an adjunct’s role better besides pay?</p>	8:50pm-8:55pm	<ul style="list-style-type: none"> • Attend the senate and/or CC • Sabbaticals for adjuncts • Succession steps for adjuncts to teach other classes (Rick in BUSN) • More interaction with admin. – facilitate a better relationship with admin. Admins, reach out to your adjuncts more often. • NEW - 3 years – become a FT employee 	
Priorities for next year	8:55pm-8:59pm	<ul style="list-style-type: none"> • Priorities, plans, projects to hit the ground running in Fall. 	
Time of next meetings	8:59pm – 9pm	<ul style="list-style-type: none"> • REGULAR MEETINGS FOR NEXT YEAR / IN NEED OF MEMBERS (WHO?). May 15 @ 5pm – 6pm 	

Meeting adjourned at

WebEx Chat Information:

Polling Results: