**Minutes**

College Prep Adjunct Faculty Meeting

Tuesday, January 4, 2011

6:30 to 7:30 p.m.

H – 200

Present at the meeting were: Dayami Martinez, Michael Skokik, Carole Nelson, Cheryl Tomlins, Jennifer McCue, Jennifer Grove, Chuck Insalaco, Lori Shriner, Renee Hester, Nancy Moore, Violeta Rotonda, Benjamin Gilbert, Molly Chandiramami, Elizabeth Yates, Cecilia Mendell, Joanne Joy, Karen Buonocore, Carey Lade, Cathy Vache, Valerie Kerr, Jeremy Pilarski, Ashley McGowen, Mercedes Pichard, Cynthia Ewald, Tom Jordan, Marcia Vieira, Cynthia Baker, Lauren Battista, Drew Macy, Cara Graziani, Tom Mohundro, Crystal Childs, Cynthia Lozano, Dorothy Marshall, Sabine Eggleston, Phyllis DeValencia, Eileen DeLuca, and Caroline Seefchak.

This first meeting of the spring semester was scheduled to follow the New Adjunct Meeting, held by the Teaching and Learning Center, which started at 5:30. Although the new adjuncts had not yet been released from their meeting, the College Prep Adjunct Faculty meeting was called to order by Dr. Eileen DeLuca at approximately 6:40 p.m. There were both adjunct and full-time faculty in attendance at the meeting.

Dr. DeLuca started the meeting by welcoming everyone back and wishing everyone a Happy New Year. She continued with announcements of successes and accomplishments in the department. She announced that Amanda Torres Romero, staff assistant to the department, had a baby girl on December 22. Both mother and baby are well and beautiful. She then introduced Dr. Caroline Seefchak as the newly appointed faculty department chair and explained that Dr. Seefchak would provide leadership and representation to College Prep faculty. Dr. DeLuca asked if anyone had anything else to share; there were no volunteers.

Dr. Seefchak introduced Cynthia Lozano, lab instructional assistant. Ms. Lozano discussed the various ancillary materials available to instructors and students in the labs. A list of materials will be emailed within the next week. She announced that lab orientations would be held during the first weeks of the semester, and she asked faculty members to make appointments to bring their classes to the very important orientations.

There are myriad other resources available for support for college prep students, including peer tutoring, mentoring, and programs through the Academic Success department. Dr. Seefchak reminded faculty that there are resources available for faculty members, including the Adjunct Mentor Program and TLC professional development opportunities. Professional development brochures have been placed in all faculty mailboxes. A link to that information, online, is: <http://www.edison.edu/tlc/workshop.php> Professional development documentation is a part of the adjunct mini-portfolio, so adjunct faculty are encouraged to take advantage of the many opportunities available through the TLC.

Dr. DeLuca discussed the Communities of Practice, which will be held in the TLC, as opportunities for faculty members to interact and to discuss teaching and best practices in a collegial atmosphere. Separate Communities of Practice will focus on math, reading, or writing. Faculty are encouraged to attend whenever they can; though each Community of Practice focus are is scheduled as a series, faculty may choose to attend one session or more, but there is not a requirement for attendance at all sessions.

Dr. Deluca thanked everyone for their work on the course syllabi revisions last semester and reminded everyone that this semester’s syllabi need to reflect those revisions. The updated syllabi are all available on the Portal:

1. On your Portal homepage, click on the “Document Manager” tab in the upper mid-screen.

a. Locate and click on the “VP Academic and Student Affairs” folder.

b. Locate and click on the “Syllabi” folder.

c. Locate and click on the “College Prep-DLA” folder

\*\*VP Academic and Student Affairs » SYLLABI » COLLEGE PREP - DLA »\*\*

d. Locate and click on the folder for your discipline (i.e. Developmental Math, Developmental English, Developmental Reading, English for Academic Purposes).

2. Locate and click on the document with the course prefix and title that you seek.

3. Under “Document Actions” on the left side of the screen, click on “Download Document.”

These are the syllabi that are currently approved by the Curriculum Committee. During the Fall 2010 semester College Prep faculty from all campuses participated in syllabi revision. The syllabi on the Document Manager are a result of that collaboration.

Note: Roman numerals I-V on the syllabi cannot be changed.

Dr. Seefchak reminded faculty that all course syllabi are due to Dr. DeLuca by January 5, 2011. A list of important dates was provided at the meeting; it is attached to these minutes. An updated Edison State College Adjunct Manual is available online. A link to that is <http://www.edison.edu/facultystaff/adjunct_faculty_handbood_july_2010.pdf>

Adjunct faculty mini-portfolios are due to Dr. Seefchak by Friday, February 25. Faculty who are new to Edison this semester will not be responsible for mini-portfolios this semester. The TLC has scheduled workshops that will provide guidelines for creating portfolios. Those dates are Thursday, January 20, at 4:00 p.m., and Wednesday, January 26, at 4:00 p.m., in the TLC, I 122.

The Final Exam Schedule for Spring 2011 is now available online: <http://www.edison.edu/academics/finalexam/schedules/spring_2011_final_exam_schedule.pdf>

Faculty are reminded that the schedule must be followed; however, it is understood that not all scheduled courses are included on the final exam schedule. Faculty with course dates and time not listed on the final exam schedule need to speak with Dr. DeLuca about scheduling exams. Each discipline area in College Prep will establish a final exam date policy for Fall 2011 semester.

Faculty who had not yet signed contracts for the spring semester were asked to see Dr. DeLuca after the meeting. When there were no additional questions or concerns, the meeting broke into discipline groups. The mathematics faculty met at the computers in the adjoining eStudio lab in order for Professors Marshall and Eggleston to go over the online math interface with math adjuncts.

The meeting officially concluded at 7:30 p.m.; however, discipline areas continued to chat informally until after 8:30 p.m.

*Submitted by C. Seefchak, 01-05-2011*