![Academic Senate for California Community Colleges — LEADERSHIP. EMPOWERMENT. VOICE.]

Part-time Committee

Thursday, January 21, 2021
2:30 p.m.—4:00 p.m.
Zoom Meeting

Meeting Summary

The part-time faculty committee provides recommendations to the Executive committee on academic and professional matters that affect part-time faculty members. The committee recognizes that part-time faculty make up the majority of California community college faculty and serve disproportionately-impacted students. This committee advocates for diverse part-time faculty colleagues, ensuring their access to professional and leadership development offerings as well as shared governance opportunities at the local and statewide levels. The part-time faculty committee collaborates with the executive committee to develop and provide opportunities where part-time faculty gain additional insight on issues germane to academic and professional needs. This committee is also focused on promoting diversity within part-time faculty pools with the goal of having educators who reflect the student population, and this committee further commits to empowering part-time faculty voices who have been historically excluded (e.g., colleagues of color).

I. Members Roll Call:*absent

Michelle Bean—Chair	Grace Chee	Alpha Lewis
Karen Chow—2nd Chair	Chelsea Hull*	Emilie Mitchell
Steven Chang	Theodore Kagan*	Luis Zanartu

II. Call to order at 2:31 p.m. and agenda adoption with no additions (Google Shared Folder)

III. Minutes
   A. Volunteer—Michelle will take notes.
   B. December Summary approved by consensus with no changes.
   C. Community norms: empathy, communication, responsibility—reviewed by chair. Please reach out if you need support in keeping your commitments to the PT Institute.

IV. Shout Outs, Affirmations, and Lean-in—committee members shared stories and experiences starting the semester.

V. Part-time Institute: February 18-19, 2021
   A. Final Program
      1. Powerpoint templates with PT Institute grapics were sent to you both by chair in December and recently by ASCCC staff. Please email final presentations to eventmaterials@asccc.org and copy Michelle. Let her know if you need support in anyway for your sessions.
      2. Pathable Platform goes live February 10—tell your co-presenters.
      3. Conference proceedings e-publication— due March 12 and info to be emailed soon by ASCCC. Thank you Chelsea for helping to write the call out message. Proceedings to be published by spring Plenary.
      4. All PTC members should be at every General Session. Please send Michelle a picture to include on a slide for the opening general session. Michelle will send the polished slides for the final general session that highlights the PT committee.
      5. Table Talks and Social/Networking hours—PT committee attendance highly encouraged.
      6. Land acknowledgement from ASCCC will be given for us to open the institute. Emilie asked if a land acknowledgement may be done before each session. Michelle said that's an option if

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you would like. Emilie also suggested placing the tribal land name you are on in the title of your Zoom name.

B. Breakout Sessions
1. Session leads—have you met with all your co-presenters? Michelle asked if anyone needs help contacting session co-presenters, please let her know. All PT committee members are leads of their sessions and should ensure co-presenters have information and have been included in the planning. Be sure to review timing with your co-presenters as well. Michelle recommended using the notes section of each slide to list minutes and name of presenters for each slide's material.
   ➢ Planning meeting(s) to design session slides (consider sending a Doodle poll for meeting date) should have been done by now at least once.
   ➢ Keep theme in mind as you design our session theme: Driving Change: Building Unity, Culture, and Equity-mindedness
   ➢ Zoom Background—send to your co-presenters and convey it is an option.
   ➢ Pathable—explain to co-presenters that Zoom link embedded in Pathable and need to sign up with personal password (email from ASCCC Sandbox). This should be done ahead of time—it is so difficult to do it on the day of the institute.
2. Planning option—use Google slides template to work with co-presenters; slide decks due one week before the event (ASCCC will email you), but aim to be done by Feb 1.
   ➢ Effective practices to use for session slides—at least one slide for each below:
     • title slide with date and time and presenters titles and colleges
     • session description slide (hidden/skipped)
     • objectives/session agenda
     • content for less than an hour
     • closing/thank you slide with info@asccc.org (contact info optional)
3. Training for Pathable for presenters on Feb 2 or Feb 3—please convey to your co-presenters. Email was sent by ASCCC this week with training video and info on live training.
   ➢ Session Zoom links available in Pathable 20 minutes before the meeting and meet w/co-presenters. ASCCC staff available for support but are not in charge of content—that is committee responsibility. Staff could help with changing slides during presentation or monitoring the chat or creating a poll in Pathable.
   ➢ Zoom link goes live to attendees 1 minute before session. You must use Pathable and not your own Zoom link (asked by Grace).
   ➢ Session will automatically close 10 minutes after session scheduled time.
4. Presentation—remind attendees of housekeeping things:
   ➢ Use Pathable chat—no chat feature in Zoom available. Participants should open two windows—one for Zoom and one for chat.
   ➢ Mute to avoid background noise
   ➢ Closed caption available
   ➢ Session survey in Pathable

C. Sent email to ASCCC Caucus leaders on Jan 4 to invite part-time faculty and they were invited to be CV reviewers for the institute.
D. Any questions—no other concerns mentioned.

VI.   Plenary
A. Spring Plenary Session Ideas—due January 18
B. Spring Resolutions due February 16
C. Elections and bylaws—part-time faculty eligible. Will address this at the February meeting.

VII.   Committee Goals and Priorities--PTC work plan
   A. Google unofficial listserv volunteers (Chelsea)—to be shared at Institute.
   B. Regionals in spring—discussed North and South regionals and committee likes that idea.
       1. Google site and resources—committee expressed positivity for a site.
       2. Cover letter review component and CV tips—discussion on inconsistency of how and how many schools use cover letters.
       3. Small group mentoring/networking—Michelle shared ideas about starting an informal mentoring pairing at PT regionals. Committee likes the idea.
       4. Michelle introduced a possible name of these regionals and Google site as Part-time Nexus. Be thinking of other ideas to bring to next meeting.

VIII.   PTC Resolution 1.02 (Steven)
   A. Next steps for resource
       1. Notification of ASCCC elections and leadership positions—Steven encourages use of Twitter and consider a new handle or account for part-time faculty.
       2. Google site
           ➢ Listserv form and norms/rules
           ➢ Annotated bibliography
           ➢ Links to resources and registries
           ➢ Explanation of VRC community—committee expressed concerns about included this.
           ➢ Hiring and CV tips—discussion on how to include info on "what hiring panels look for" and what the "hussle" is and discipline specific tips.
           ➢ Virtual mentoring—committee likes included a virtual matching version—more working out of the this idea needed.
           ➢ Anything else—Grace expressed the need to tie in equity and empowerment.

IX.   *Rostrum*
   A. PTC Articles
       ➢ Mentoring programs--Chelsea completed January 2021
       ➢ Part-time voting rights and seniority rights—Grace and Luis (in progress)
   B. Spring deadline March 8. Articles due to Michelle on March 1.

X.   ASCCC Awards—be sure to promote part-time colleague nominations with your local senates.

XI.   Announcements
   A. Check for ASCCC upcoming events at here
   B. Sign up for ASCCC listservs—Part-time listserv available
   C. Forward Application for Statewide Service to peers
   D. ASCCC Foundation Innovation Scholarship for professional development opportunities
   E. CCC Registry virtual event: January 26

XII.   2021 Meeting Dates—Michelle sent calendar requests and sends reminders with agendas in email.
   • Jan 21, 2021 02:30 PM--04:00 PM
   • Feb 11, 2021 02:30 PM--04:00 PM (second Thursday; institute on Feb 18-19)
   • Mar 18, 2021 02:30 PM--04:00 PM
   • Apr 22, 2021 02:30 PM (fourth Thursday, plenary on April 15-17)
   • May 20, 2021 02:30 PM--04:00 PM

- Jun 17, 2021 02:30 PM--04:00 PM

XIII.   Closing Comments—none.

XIV.   Adjournment at 4:01 p.m.

In Progress:
- Part-time Institute Planning
- PT Institute Proceedings e-Publication
- Part-time Google Listserv
- Part-time Institute Name Change to Conference
- *Rostrum* article: PT Voting and Seniority Rights

Completed Tasks:
- *Rostrum* article: Mentoring Programs
- Resolution Fall 2020 1.02: Develop a Resource to Communicate and Encourage Part-time Faculty Leadership
- Plenary sessions: Mentoring Programs and Hiring Principles Canvas Tool
- *Rostrum* article: Faculty recommendations to second level interviews—focusing on diversifying the faculty
- ASCCC President Special Plenary Invitation Email (on 9/29/20 to local senate presidents and part-time listserv)
- PTC Workplan and Goals
- Updated ASCCC Part-time Committee Charge