

NCA STEERING COMMITTEE MINUTES

Wednesday, June 22, 2005

3:30 P.M., CN301

Present: Ellen Boswell, Linda Curran, Joan L. Foster, Kathy Heyl, Frieda Holley, Jeff Johnson, Vonda Knox, Stephanie Moran, Abel Moreno, Ann Murphy, Julie Strasheim, Ellen Susman, Hal Tamblyn

Absent: Rick Beck, Gail Bruce-Sanford, Jennifer Caine, Roberta Hills, Larry Langton,

1. The minutes of the June 15th meeting were approved with two changes.
2. *Policies and Procedures for hiring part-time faculty:*

Stephanie handed out draft documents on the policies and procedures for hiring part-time faculty.

 - Considerable discussion ensued about the handling of official transcripts, especially if they are sent or given to department faculty or staff. Official transcripts need to be received in a sealed (using two meanings: closed and with an institutional seal) envelope. The Steering Committee decided that academic departments should be able to break the seal and open the envelope if it was noted on the official transcript who broke the seal and when. The department should copy the transcript and send the official transcript and the envelope forward with the paperwork. The merits of using paperclips versus staples to attach the envelope were discussed.
 - If HR receives an official transcript, a copy of the transcript should be sent to the department and to the dean's office.
 - Committee members observed that only those transcripts from which the applicant received a degree are needed. Transcripts are not needed for coursework taken where a degree was not received because that coursework will, by and large, be reflected in subsequent transcripts.
 - There was uncertainty about the year of the latest version of the *Adjunct Faculty Handbook*.
 - Although the 2002-03 *Handbook* states that only two current letters of recommendation are needed, advertisements have been published stating that three letters are required. Linda and Stephanie will try to determine the official policy.
 - Steering members expressed concern that no one knew the process for approving the *Adjunct Faculty Handbook*. The Committee recommends that a process be developed.
3. Frieda reported that the Council of Contract Administrators and Stephanie Moran have agreed that Stephanie will be the official representative of the Council.
4. The revised letter to President Jordan is still being held pending an oral request for a meeting by Interim Vice President Joan Foster through Interim President Buechner and his staff.
5. Committee members discussed the Criterion Four Draft Analysis. Most of the comments are reflected in the revised Criterion Four document. The following were noted:
 - a. It is not clear what procedures are used to address charges that an individual's academic freedom has been compromised. Are the procedures used the harassment procedures?
 - b. There is no committee that is undertaking a review of senior experience courses.

- c. MSCD could determine that it was preparing graduates for a life-time of learning by determining that potential graduates have the knowledge and skills necessary to learn on their own. Can faculty do that in senior experience courses?
 - d. Although the Human Subjects Policy is on the Web site, a number of faculty are not aware of its existence or the need to follow it. No resolution was reached on what to do.
6. Frieda handed out a revised version of the Criterion Four table. This version was found to be more helpful and Frieda agreed to create tables for the other criteria.