

NCA STEERING COMMITTEE MINUTES

Wednesday, June 29, 2005

3:30 P.M., CN301

Present: Rick Beck, Gail Bruce-Sanford, Jennifer Caine, Linda Curran, Joan L. Foster, Kathy Heyl, Frieda Holley, Jeff Johnson, Stephanie Moran, Abel Moreno, Ann Murphy, Julie Strasheim, Ellen Susman, Hal Tamblyn

Absent: Ellen Boswell, Roberta Hills, Vonda Knox, Larry Langton

1. The minutes of the June 22nd meeting were approved with no 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.

 - Changes in the *Adjunct Faculty Handbook* will now need to be approved by a group consisting of President Jordan, Lee Combs, Percy Morehouse, Tamy Calahan, and Bonnie Savone. The group will decide the process/procedures for changing the *Handbook*.
 - The title will eventually be changed to the *Part-time Faculty Handbook*.
 - HR agrees that if an academic department receives an official transcript in a sealed envelope, the department faculty or staff can break the seal and open the envelope if a note is placed on the official transcript or the envelope indicating who broke the seal and when. The department should copy the transcript and send the official transcript and the envelope forward with the paperwork.
 - HR will also (in addition to the deans' offices) track the status of part-time faculty who are missing official transcripts.
 - Stephanie located a later version of the *Adjunct Faculty Handbook*. That version states that "at least two letters of recommendation are required."
3. Frieda reported that the letter to President Jordan had been placed in his incoming mail file.
4. Committee members discussed the Criterion Five Table and the Draft Analysis. Most of the comments are reflected in the revised Criterion Five document. The following were noted:
 - a. Jeff reported that his dictionary's definition of constituent was "people involved in or served by an organization." The Steering Committee decided that MSCD's constituents are students, faculty, classified staff, administrators, alumni, the Trustees, the Foundation Board, and the various advisory boards established by different units. The Foundation Board and the advisory boards might be considered "external constituents." Individuals who take part in MSCD activities but are not involved in planning are members of MSCD's "community." The Steering Committee will decide MSCD's constituents and communities.
 - b. HLC's definition of "service learning" needs to be determined. Frieda will look in the notes of the HLC-NCA Annual Meeting.
5. Committee members discussed the Criterion One Table and the Draft Analysis. Most of the comments are reflected in the revised Criterion One document. The following were noted:

- a. The committee discussed how incoming faculty and staff learn about MSCD's role and mission. The Operational Mission Statement is in various *Handbooks* but not the short statement.
 - b. The Steering Committee should determine which units should have mission statements. It wasn't clear which units needed to have goals.
 - c. There was a brief discussion of whether or not it fits MSCD's role and mission to use grant money to pay MSCD faculty to teach courses for non-MSCD students who receive graduate credit from Adams State College. The majority of the committee thought it did fit MSCD's mission.
6. Frieda distributed a document listing members' choices as criterion specialists. Some committee members had not yet selected their two criteria.