

Part-Time Faculty Advisory Council (PTAC)

Meeting Minutes: Wednesday, September 2, 2026

Location: Faculty Center (HyFlex — in person and via Zoom) **Presiding:** Lisa Hooper, Academic Senate President

Attending in-person:

- Lisa Hooper — Academic Senate President
- Velia Jimenez — Part-Time Faculty, Health Professions and Public Safety
- Ruth Rassool — Part-Time Faculty, English
- Lauren Rome — Part-Time Faculty, Communication Studies
- Jennifer Brezina — Associate Vice President, Instruction
- David Vakil — Interim Assistant Superintendent/Vice President, Instruction
- Marilyn Jimenez — Administrative Assistant, Office of Academic Senate

Attending via Zoom:

- Victoria Leonard — Part-Time Faculty, Communication Studies
- Matt Teachout — Full-Time Faculty, Mathematics
- Brad Reynolds — Part-Time Faculty, History
- Luis Rodriguez — Part-Time Faculty, Ethnic Studies
- Edel Alonso — Board of Trustees Member
- Kelly Bronco — Full-Time Faculty, Health Professions and Public Safety
- Michael Felix — Full-Time Faculty, History
- Kari McCoy — Staff, Veterans' Resources
- Jennifer Overdivest
- and others

1. Welcome and Framing

- This session was run as a **handoff meeting**, marking PTAC's formal establishment as a subcommittee of the Academic Senate.
- The meeting was intentionally held in the Faculty Center, where other Senate subcommittees typically meet.
- The chair expressed the goal of PTAC ultimately being **led primarily by part-time colleagues**, with this being the last time the chair expects to run the meeting in this capacity.
- Thanks were extended to Marilyn Jimenez for facilitating the HyFlex/Zoom setup, and to Edel Alonso (Board of Trustees Member, former Senate President) for attending in support of the Council's creation.
- Agendas will be distributed approximately **one week in advance** so faculty and any invited resource personnel can plan accordingly.

2. Academic Senate Update

- The Senate's goals for the academic year include:
 - Supporting the three elected part-time senators, who currently lack a dedicated space for deliberative dialogue — a gap PTAC is intended to fill.
 - Continuing to refine the new shared governance model (three Project Advancement Teams — Planning; Student Success and Inclusive Excellence; and Operations — feeding into the Shared Governance Council, which advises the CEO).
 - Reviewing committee structures against the "10+1" academic and professional matters to distinguish Senate-purview items, collegial-consultation items, and purely operational committees.
 - Transitioning the program review cycle from 3 years to 5 years, with the Academic Program Review Chair and CASEL committee involved.
 - Implementing Universal Design for Learning requirements (per Title V) via the Curriculum Committee, with related professional development to follow.
 - Standing up a new district-wide professional development committee (Title V), while CETL continues to focus on pedagogical best practices.
 - Supporting faculty through transitions to new systems: CourseDoc (curriculum management) and SLO Cloud (SLO assessment).
- No questions were raised on Senate goals at this time.

3. PTAC Structure and Membership

- Per the Senate-approved charter, PTAC is co-chaired by:
 - The **part-time faculty liaison** appointed to the Shared Governance Council (Ruth Rassool), and
 - An **educational administrator** appointed by the Office of Instruction.
- The Senate's three elected part-time senators serve staggered terms; **Lauren Rome** was identified as the experienced senator expected to serve as **Lead Part-Time Senator**, historically a compensated role (subject to timesheet submission per contract language, applicable to senators generally, not solely the lead).
- Agendas will be informed by matters before the Senate and the Shared Governance Council; deans, enrollment services, or other resource personnel will be invited as needed based on the agenda, with advance notice given.
- **Minutes and agendas** will be posted to the Senate's PTAC page. Minutes will not be formally voted on; instead, they will be circulated to the co-chairs for review/edits before posting.

4. Part-Time Faculty Orientation (Canvas Shell)

- The part-time faculty orientation Canvas shell was developed with significant involvement from Jennifer Brezina, Online Education, and deans including Paul Whitman, Monica Shulka Belmontes, and Dina Rivera.
- All part-time faculty, including long-tenured ones, were encouraged to review the orientation shell, which is frequently updated.

- **1.5 hours of Flex credit** is available for completing the orientation and quiz (optional).
- The Office of Instruction will maintain the orientation shell going forward.

5. PTAC Canvas Shell (Advisory Council Shell)

- Victoria Leonard designed a separate PTAC Canvas shell built around **three pillars**: Communication, Celebration, and Information.
 - **Information** is the most developed pillar currently, including syllabus design best-practice recommendations and departmental resources.
 - **Celebration** was identified as an area with clear, addressable gaps (see Section 6).
 - **Communication** is intended as two-way dialogue (discussion board, chat feature) but its specific needs are still being identified.
- Discussion point: whether the PTAC shell should also host agendas/minutes in addition to the Senate page (agreed: in addition to, not instead of).
- **Proposal**: Create discussion spaces where part-time faculty can share input on matters before the Senate/Shared Governance Council, including comparisons to practices at other districts.
- **Proposal**: Discipline- or department-specific "landing pads" within the shell for resources unique to particular subject areas.
- **Management**: Victoria Leonard will continue managing the shell; Lauren Rome (identified as tech-savvy) offered to assist. Additional part-time faculty input on shell content will be solicited via the open discussion board.

6. Recognition and Celebration of Part-Time Faculty Service

- Concern raised that part-time faculty are frequently overlooked in campus recognition efforts; the recent Service Awards reception recognized the service of every other constituent group — only Part-Time Faculty were excluded. A change in this culture is a prime objective of PTAC. It was acknowledged that some individuals and groups, such as Academic Senate, are actively raising awareness of the crucial and unique role that Part-Time faculty play.
- Discussion noted that years of service as a part-time faculty member are **not currently carried forward** when a person transitions to full-time status for recognition purposes.
- Feedback on the recent combined (single) celebration ceremony:
 - Reduced capacity meant fewer honorees could bring guests, a source of frustration (also true the prior year).
 - Some attendees felt the ceremony/recognition mattered more than the food; suggestion to consider lighter fare (e.g., appetizers/dessert) to allow more guest capacity.
- **Possible venue alternatives discussed**: Cougar Den (larger capacity, now shaded; costs may shift with different catering style), East Gym (climate-controlled but risk

of floor damage), University Center room 258 (climate-controlled, large, but less "celebratory" ambiance than a decorated gym/Cougar Den).

- **Proposal:** A monthly spotlight (via the Canvas shell, potentially elevating to Senate/Shared Governance Council) highlighting part-time faculty accomplishments by school/division, including outside-of-classroom professional work. Kelly Bronco volunteered support for a rotation by school/division.
- Action: The chair will raise the service-recognition and venue/format concerns with Human Resources and the event-organizing office again.

7. Full-Time/Part-Time Relations and Equity Concerns

- A long-standing full-time faculty member raised concerns about a broader cultural issue: negative attitudes and inequitable treatment of part-time faculty by some full-time faculty, and the absence of any anti-discrimination training specific to part-time faculty treatment (in contrast to mandatory general anti-discrimination training).
- Specific example raised: part-time faculty in the Math Department are reportedly not permitted to serve as course coordinators, despite this being permitted in other departments (e.g., Math, Science, and Engineering more broadly; Health Science; Biology).
 - Jennifer Brezina clarified that part-time faculty **can** serve as course coordinators at the institutional level; coordinator work does not count toward teaching load (per the MOU), and full-timers are given preference only if interested — the role is not exclusive to full-time faculty.
 - Action: The chair will provide examples of part-time coordinators in other departments so the matter can be raised at the department level.
- Broader takeaway (echoed by Victoria Leonard): part-time and full-time faculty perform substantially the same work; students are generally unaware of employment status distinctions.
- **Proposal:** Consider developing an annual, self-paced training module for full-time faculty (similar in structure to the part-time orientation, with Flex credit) addressing structural/unintentional bias affecting part-time faculty, in collaboration with HR.

8. Additional Discussion Items

- Suggestion to create discipline-specific resource "landing pads" within the PTAC shell (e.g., math-specific resources) to address needs that are not uniform across all part-time faculty.
- Noted difficulty for part-time faculty who teach only in the evenings or across multiple campuses in accessing information and campus resources (e.g., offices closed after 5 p.m.).
- Interest expressed (Felio) in highlighting non-credit programs and cross-promoting resources such as a college-readiness workshop referenced by Jennifer Thompson.

- General acknowledgment of the diversity and dispersion of the part-time faculty population, and the difficulty of reaching all part-time faculty consistently.

9. Meeting Logistics

- Current meeting length (1 hour) will likely need to expand to **90 minutes** as the Council grows.
- Discussion of a **3:00 p.m. vs. 3:30 p.m. start time**; no decision reached. A short survey (e.g., Microsoft Form) will be distributed to the committee/part-time faculty email list to gauge preference between a 3:00–4:30 or 3:30–5:00 time slot. Victoria Leonard will coordinate distribution.
- Meeting day: current preference is the **first Monday of the month**, chosen to avoid conflicts with Board meetings, Senate (2nd/4th Thursdays), Curriculum Committee, and Honors Committee meetings. This may be revisited once the Council is more established.
- Suggestion to consider scheduling a session in **December** and around **8-week/short-term course end dates**, given the added workload part-time faculty face at term end (grading, SLO assessment, extenuating circumstance requests).

10. Action Items

Item	Owner	Notes
Distribute survey on 3:00 vs. 3:30 p.m. start time	Victoria Leonard	Via Microsoft Form to part-time faculty email list
Provide list of part-time course coordinators in other departments	Chair	For Matt Teachout to raise at Math Dept. meeting
Raise service-recognition (years counted) and celebration venue/format feedback	Chair	Follow up with HR and event-organizing office
Continue developing PTAC Canvas shell content (three pillars; discipline-specific landing pads)	Victoria Leonard, Lauren Rome, PTAC members	Ongoing
Explore development of a bias-awareness training module for full-time faculty	Chair, in collaboration with HR	Modeled on part-time orientation format
Post approved agendas and minutes to Senate PTAC page	Co-chairs	Minutes to be reviewed/edited by co-chairs prior to posting, not formally voted on

11. Closing

- The chair thanked attendees for their candor and participation and encouraged ongoing feedback via Ruth Rassool (Part-Time Liaison), Lauren Rome (Lead Part-Time Senator), or Victoria Leonard (Canvas shell).
- Next meeting: Wednesday, October 7th.