GRCC College Action Project Update
Due to SLT Exec Council: August 1, 2013

Project Title: Improving the Adjunct Experience
Champion Name: Laurie Chesley

August 1 Update Questions

NOTE: All current CAP projects are scheduled to be completed by July, 2014.

The Champion’s responses should be direct and factual to provide a clear picture of its progress, accomplishments, and challenges.

1. Describe the past accomplishments and the current status of this Action Project since August of 2012. Describe any changes to your implementation plan that you have made this year. Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If your team hasn't made expected progress, explain why things are moving slower than planned. If your implementation plan has changed, please describe why.

Improving the Adjunct Experience has been a three-year project. This past year was the final year. The goals for this project were to: 1) develop consistent, yet discipline-appropriate, effective, and efficient ways to recruit, hire, and orient new adjunct faculty; 2) improve the support (teaching and learning infrastructure) for adjuncts; and 3) improve the observation and feedback processes for adjuncts. Year three of this project saw the following accomplishments:

- The creation of a one-stop new adjunct orientation featuring representatives from Academic Affairs, HR, IT, Campus Police, and the Center for Teaching Excellence
- The creation of a video for new adjunct hires to help them negotiate the application and orientation process
- The creation of an “important phone numbers” wallet-size card for all new adjunct hires
- The creation of a booklet of Essential Faculty Information that includes material needed by adjuncts, as well as full-time faculty
- The negotiation and ratification of a new adjunct faculty evaluation system
- The creation of a checklist for new adjunct hires to be used by department heads and their ESP’s
- The completion of the distribution of computers, desks, and file cabinets per the Adjunct Infrastructure Project / department-identified need
- The ongoing offering of two Adjunct Faculty Recruitment Fairs per year
- The ongoing bestowal of the Adjunct Excellence Award
- The ongoing documentation of adjunct faculty hiring standards and practices to ensure compliance with HLC Assumed Practices
- The ongoing classroom observation of all new adjunct faculty
- Three Adjunct CAP Steering Committee meetings were held: September 24, 2012; November 26, 2012; and March 25, 2013
- Numerous sub-team meetings were held to accomplish the afore-mentioned tasks
2. **Describe the next steps for this Action Project for 2013-14**
   
   Be specific about the next critical steps planned to move the Action Project ahead for next year. In many cases you will need to assemble your team and develop a Work Plan that you all agree on. This plan should be detailed as to guide your team’s activities for the next year.

   Our team will be recommending that this CAP be retired, as all the elements of the work have been completed and, where appropriate, integrated into the institution’s work.

3. **What challenges, if any, are you facing regarding this Action Project?**
   
   This is an opportunity to get constructive, actionable feedback, advice, and help from the SLT Executive Team. In your response, specify blocks, gaps, sticking points, or problems.

   There are none at this time.

4. **What are the measures (data) you are using to document success of your project? How are you performing on those measures?**
   
   Each project champion should be collecting data that demonstrates the progress they are making. Provide a table outlining this data. The SLT Exec Team will use this data to evaluate the success of your action project to date.

<table>
<thead>
<tr>
<th>GOALS</th>
<th>MEASURABLE CRITERIA</th>
<th>RESULTS</th>
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<tbody>
<tr>
<td>Recruiting – greater</td>
<td>Recruitment Fairs held twice annually – surveys used for improvements</td>
<td>Participant survey results very positive and used consistently for improvements</td>
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<tr>
<td>efficiency and effectiveness</td>
<td>Data show that numbers of minority adjuncts being hired is increasing</td>
<td>The number of minority adjunct hires is leveling off, perhaps due to decreased hiring and perhaps due to having reached the current available local candidate pool</td>
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<tr>
<td>Improve minority hiring</td>
<td>Creation of tools to assist new hires and internal staff working with new hires</td>
<td>Creation of a new video to help new adjuncts negotiate the application and orientation process</td>
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<td>Creation of a checklist for new adjunct hires to be used by department heads and their ESP’s</td>
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<td></td>
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<td>Ongoing documentation of adjunct hiring standards and practices</td>
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| Orienting – greater efficiency and effectiveness | Creation of a one-stop new adjunct orientation | Held twice – all participants (new adjuncts and internal customers) surveyed - results very positive and used consistently for improvement
Creation of a wallet-sized card of important phone numbers
Creation of a booklet of Essential Faculty Information (print and electronic versions – to be updated annually) |
| Supporting | Ongoing bestowal of Adjunct Excellence Award
Distribution of computers, desks, and file cabinets per Infrastructure Survey / identified department needs | Awarded in Fall 2012 (planned again for Fall 2013)
Completed |
| Observation / Feedback – Evaluation Process | Ongoing classroom observation of all new adjuncts
Negotiation of evaluation system for adjunct faculty | Completed
Completed and ratified on March 18, 2013 |

5. Do you anticipate that this CAP will NOT be completed by July, 2014? If yes, please discuss those components which you anticipate not being completed.

See question #2.

6. From your perspective as a CAP Champion, how could the strategic planning process be improved?

I have no suggestions at this time.