

Nontenure Line Faculty Committee
Meeting Minutes
Friday, September 16, 2016
1:00 – 3:00 p.m., JCK 880

Welcome:

Faculty Chair Alex White welcomed everyone to the first meeting of the new year. New members/liaisons present: Hannah Thornton (FCS), Caprice Pierucci (Art & Design), Kevin Jetton (CIS/QMST) and Marylyn Kajs-Wyllie (Nursing, RR). Other members/liaisons present introduced themselves. Alex clarified the distinction between a member vs. a Liaison of the NLFC Committee.

Election of Committee Officers:

- Vice-Chair: **By acclamation, Sherri Mora (Pol Sci)**
- Secretary: **By acclamation, Jo Beth Oestreich (C&I)**

Report on NLFC Orientation:

There were three NLFC Orientations held in August (23 & 24). A total of 60 new faculty members attended 1 of 3 sessions offered. Of those attending, 90% of them stated the orientation was helpful. Additional data collected was based on attendees' overall response to different segments of the presentation on a scale of 1-4, the overall average was 3.5%. Prior to beginning the orientation session, Alex asked those in attendance to write down at least three questions they had the Alex provided attendees the opportunity to work in small groups to discuss questions new NLFC brought to the orientation session. Discussion included suggestions for changing the spring orientation. Alex reported a number of attendees to our orientation had similar information presented in an earlier session. Perhaps our committee can eliminate some elements from the current program to avoid redundancy. Please know the information developed by the NLFC was used by the Tenure track presenters during morning sessions of the orientation day (attended by many of the NLFC faculty).

Workload Release Application Process:

Andrew Marks and Alex White will host two Workload Release Application workshops:
September 19 & 20, 11:00 – 12:30 in Alkek Room 119

Members are encouraged to invite NLFC to attend one of sessions planned for next week. Andrew will check to see if the workshops can be zoomed to the Round Rock Campus. Deadline to submit the application is October 10, 2016.

Constitutional Amendment:

All members of the committee need to get the word out and encourage faculty (and faculty with a 50% or more workload) to vote on the proposed amendment. The number of Faculty Senate (15) members will not change. This amendment permits eligible NLFC to be run for the Faculty Senate from their College. Exact wording is available at: <http://www.txstate.edu/facultysenate/> Forums on this upcoming vote will be held on the following days and times:

- Friday, September 30, 1:00 – 2:30 in JCK 1100,
- Thursday, October 13, 2:00 – 3:00, JCK 460, with streaming to Avery 366 in Round Rock,
- Monday, November 7, 3:00 – 4:30, JCK 1100

Current NTLF members who can attend any/all of the FORUMS are asked to e-mail Alex. His email is whiteale@txstate.edu

Voting is scheduled for November 8 – 15, 2016. Members of the committee are encouraged to remind eligible voting faculty to vote on this issue.

Several items on the agenda were not able to be addressed. One of the items related to Goals for the 2016-2017 year for our committee. Alex requested members to e-mail him goals for the committee to consider for this year. His e-mail is whiteale@txstate.edu

Some goals mentioned:

- Recognize NLFC, staff, etc. for their years of service to the University
- Compare College/Department policy on summer faculty assignments, i.e., when NLFC are removed from teaching a summer job by tenure faculty member
- How NLFC can handle grievances with a Chair

Members are encouraged to e-mail Alex [whiteale@txstate.edu] with goals to discuss at next month's meeting.

Alex will send out an e-mail to committee members related to items not discussed in today's meeting:

- Coalition on Intercollegiate Athletics
- Senate is reviewing PPS 4.01.24-25 on Office Hours-information is on the second page of the Agenda

The meeting Adjourned at 3:05.

Future Committee Meeting Dates:

October 21

November 18

December 16

Respectfully submitted by:

Jo Beth Oestreich

Relevant Paragraphs of Teaching PPS 4.01

24. Faculty members are expected to keep regular office hours suitable to meet with, confer with, and counsel students. Office hours should be chosen for convenience of student visits and should be posted. Normally, it is expected that a minimum of five hours of office time per week should be kept on an announced schedule and that faculty members should be available for student conferences at other times by appointment.
25. Instructors should publicize their office hours in classes, on syllabi, and on their office doors.
26. Instructors are expected to remain available during each entire office hour. If they must cancel any office hour because of illness, attendance at a professional meeting, or an important and unavoidable commitment, they should inform their department chair/school director and students.