

**Nontenure Line Faculty Committee**  
**Minutes**  
**Friday, December 7, 2018**  
**1:00 – 3:00 p.m., JCK 880**

**Members Present:** Janet Bezner, Renee Wendel, Kevin Jetton, Gloria Velasquez, Sandra Duke, Sharon Armstead, Matari Gunter, Wendi David, Glynda Betros, Dale Blasingame, Matt Bower, Tom Varacalli, Maureen Smith, Jarred Knittel, Christi Townsend, Dan Smith, Shawn Camp, Jeremy Hutchins, Shannon Duffy, Amy Meeks, and Jo Beth Oestreich.

**Call to Order: 1:00 pm by Chair Bezner**

- Introductions of new members
- Approval of past meeting notes (11/16/2018)

**Chair:** Janet Bezner  
**Vice-Chair:** Kevin Jetton  
**Secretary:** Jo Beth Oestreich

**Old Business**

1. Discuss changes to polices: The revised changes requested by NLF will be sent to the Senate and Dr. Thorne for review and approval.
  - a. AA/PPS 04.02.03-policy related to NLF workload release.
  - b. AA/PPS 04.01.04-policy related to hiring Chairs and Deans.
2. Identify volunteers for NLF Orientation January 10, 2:00-4:00 PM, UAC 382. **Members to present:** Janet, Bezner, Jo Beth Oestreich, Shannon Duffy, and Gloria Velasquez.
3. Follow up on meeting with Associate Provost in October (Janet). **Update:** Janet crafted and sent a list to Dr. Thorne requesting a follow-up response to the listed items.
4. Faculty Development Proposal (Renee, Glynda, Sharon, Susan).
  - a. Plan Faculty Development live session in Jones Faculty Dining Room for Spring 2019. **Update:** Renee spoke on behalf of the sub-committee which is requesting assistance to develop FAQ's, etc., and prioritize the topics, and determine the delivery mode for these sessions. The committee recommends a **Table Talk format**, i.e. pertinent information to be covered followed by social time for networking with NLFaculty across campus. We will check to see if we can reserve the Faculty Staff Dining Room in Jones. Full recommendations for this series will be sent to Catherine Hawkins in Faculty Development for review. The sub-committee recommends two events in the spring. The first date tentatively scheduled is for Monday, February 25 [day], 12:30 – 2:00 pm and the second for Thursday, April 4 [night], 5:00 – 6:30 pm). The first session will focus on diversity and inclusion with Amearh McBride and Scott Bowman. Scott will address NLF perspectives or concerns on our campus (how NLF 'feel' about their position on campus); The evening topic will cover the teaching of large classes (100+). Tom Varacalli and Amy Meeks will help to present on this topic. A new faculty development advisory committee (all Associate Deans) has been formed on campus and can assist with identifying NLF who might be able and interested in providing professional development webinars or live classes as a part of this program. Participation could count for service for the university. Related to faculty development: the university is developing a PD room with a recording studio for faculty. Webinar development could include: how to build a syllabus (helpful for core curricula instructors) which will launch at least two other topics to be determined.
5. Draft NLF survey to collect information regarding retirement benefits and other items of interest to NLF. (Amy, Dan, Shannon). **Update:** The committee is still working on this item. Janet will contact Alex White to request data from a survey collected several years ago related to NLF. Janet will contact Susan Thompson who facilitates campus surveys to assist us when our survey has been developed. The NLF members offered ideas for the committee: **retirement**-what are we eligible to receive; do you know your benefit packages; do you receive support in your college/department; what **service** do you participate in (university and community); is this your primary employment; identify NLF serving on Evaluation committees across the university; **merit** within colleges and titles; do you teach or **work at another job**; compare credentials with tenure faculty; do you teach an **overload**; do you teach large classes; do you teach in summer; do you want (or are you expected) to do research; are you supported to do research; are you included on search committees (faculty, chair and dean); do you teach upper level or graduate classes; can you be a chair of a thesis or

doctoral dissertation committee; and, do you want to be a NLF, why or why not. Janet will ask if Debbie Thorne has any suggestions or questions to add to the NLF survey.

6. **Updates from Faculty Senate/CAD/State meeting of Texas Faculty Senates** (Janet): The Senate approved our recommendations for Workload Release for NTL applicants. **Update:** There is a policy [04.01.32](#)—describes when a faculty member applies and receives a fellowship (Carnegie, Fullbright, etc.- someone else is paying your salary to the new position). Some fellowships help with the university’s goal to reach NRU status. Holly Wise, NLF, TX ST Fullbright liaison stated these changes are not good. She was alarmed some requirements had to be aligned with work reload release and development leave guidelines. The changes would not have funding guaranteed. The planning form had steps where the NLF member was required to have the Chair support the request to apply for a Fullbright. The concern was in the previous policy, a faculty member may be vulnerable and not be able to return to their former teaching position (NLF specifically). The Provost stated the university wants all faculty to apply for these opportunities. Additionally, the university does not want to disincentivize anyone and it is not to save money. We need to change this policy to meet current times. Debbie Thorne has observed some concerns with the way in which this process has occurred, i.e. some faculty were informing chairs, etc. a week before their leave was to occur. This was difficult for chairs to plan for teaching appointments with faculty informing of their leave at the last minute. The university spends \$4,000,000 a year on faculty leave opportunities. There is a form for applicants to complete with a timeline. There is no limit for faculty to apply/receive a fellowship, etc. There has to be a defined outcome for this opportunity, i.e. service project, etc. The recipient must provide a report upon completion of the fellowship, etc. The Faculty Senate is addressing these concerns. One question posed at our meeting was *what happens if the Chair does not support the faculty member’s request to apply for a fellowship, etc.*

Today, the [04.04.06](#), is being revised, and Amearh McBride, has called a committee on how we want to change this policy. Alex White, Senate Faculty President will participate in this discussion.

**Infrastructure Part II:** The Senate discussed with PAAG how are we planning to become a Tier 1 Research institution. The President stated this is a Cabinet level decision.

**Further discussion related to chief diversity officer and inclusion issues.** The Faculty Senate will recommend the Chief Diversity officer and Inclusion officer should be part of President’s Cabinet. There will be a legislative update from the President in January to the Faculty Senate.

**Academic Freedom Committee** (Renee): The university will establish an American Association of University Professors (AAUP) chapter at Texas State. There are dues aligned with this association. The university is working on adopting the *Chicago Statement*, i.e. behavior code, related to code of conduct, behaving badly, cyber-bullying, etc.

## New Business

**LMS: Canvas and Bright Space** are being evaluating. Kevin will pilot Bright Space in one of his spring courses. A vote by faculty and students will take place on **May 5, 2019** to determine which LMS will be selected. There are some tools from TRACS which will populate to the new platform, but not all of them, i.e. Learning Modules. Hybrid courses will need to be r-scripted when the new LMS is implemented. We are moving to a feature-rich and mobile-friendly proprietary system rather than the limited open-source LMS we currently have. Additionally, we are moving, December 17 to using Ensemble Anthem. On Microsoft 365, you can use Teams, One Notes and Planner related to Project Sites available in TRACS. Carlos Ortiz with AVP, stated there will be resources and training to assist faculty with the new system.

Item#s	Initiative(s)	Lead(s)
1 & 3	NLF recognitions at Convocation & Years Of Service calculations – Discuss plan for going forward to make changes in the current process <b>Update:</b> Suzy reported faculty are recognized for making tenure at university convocation, not NTL faculty. She is drafting a letter to the President to request NTL faculty be included and recognized for promotion at convocation (Assistant to Associate). The letter should be sent to the President in the next couple of weeks.	Sherwood Bishop Suzy Okere

4	<p>Retirement benefits as it relates to NLF – Janet and Amy asked the Provost’s office if NLF could be added to the Phased Retirement Plan (<a href="http://policies.txstate.edu/university-policies/04-04-51.html">http://policies.txstate.edu/university-policies/04-04-51.html</a>). Debbie Thorne responded: <i>The phased retirement program is predicated on the fact that tenure carries an entitlement to continued employment as a member of the faculty at Texas State. Therefore, tenure must be formally relinquished. The ability to retain the continued employment entitlement is secured by the phased retirement agreement at the time a faculty member relinquishes tenure. No other faculty titles/positions carry this entitlement. Non-tenure line faculty may seek employment at a reduced percentage of workload after retirement. This appointment is contingent on student demand and other factors.</i></p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Clarify what “reduced percentage of workload” is for NLF. Clarification from Provost’s office: <i>“NLF may be hired as per-course or percentage FTE (less than 100%) as a transition toward retirement (or for other reasons). This arrangement is based on the instructional needs of the academic department and negotiations with the department chair/school director. There are also rules regarding retirement and subsequent state service.”</i></li> <li>2. Create a survey to gather data from NLF on this issue. Fall 2018. Need members to take lead on survey creation. Amy, Dan and Shannon have agreed to develop this survey. They will bring a draft survey in October. Committee members are encouraged to submit questions for the survey.</li> </ol>	Amy Meeks
5	<p>NLF eligibility for career paths, roles and opportunities at the university.</p> <p>Next steps:</p> <ol style="list-style-type: none"> <li>1. Create a draft of an NLF career path at Texas State.</li> <li>2. Create a way to generate increased funding for NLF salaries.</li> </ol>	Amy Meeks Sherwood Bishop Rose Pulliam Matthew Bower

Topics for future meetings: January: NLF Survey. Review application for part-time teaching award to make it less burdensome.  
February: Reception. Part-time Teaching Award to communicate out.  
March: Deadline to receive part-time teaching award applications.  
April: Review Part-time Teaching Award  
The University of Houston speaker and retirement speaker TBD. Parking-related to Shuttle buses and lack of routes-check with Nancy Nusbaum

Adjournment

**NEXT Meeting – Friday, January 18<sup>th</sup>, 1:00-3:00 PM JCK 880 and by Zoom.**