**Non-tenure Line Faculty Committee**

**Minutes**

**Friday, October 15, 2021**

**1:00-3:00 pm**

Zoom

<https://txstate.zoom.us/j/95041564851?pwd=U200TzR5a0RUcHZneXNtTTFTNlVZdz09>

Meeting ID: 950 4156 4851

Passcode: onefaculty

One tap mobile

+13462487799,,95041564851# US (Houston)

**Members Present:** Jenn Jensen, Kevin Jetton, Shannon Duffy, Mark Livsey, Brad Beauvais, Elvia Perrin, Sandra Duke, Dan Seed, Suzy Okere, Portia Gottschall, Kris Toma, Matari Gunter, Karla Hamelin, Glynda Betros, Susan Hall, Amy Meeks, Kay Newling, Christi Townsend, Marcos Palacios, Dan Smith, Wendi David, Ben Arnold, Selen H. Karasulu, Gloria Velásquez, Scott Vandenberg, Matt Bower, and Jo Beth Oestreich. {Valerie Anderson]

Chair Jensen called meeting to order at 1:01 pm.

Approval of April 16, 2021 and September 17, 2021 minutes
**Old Business**

**Spring NLFC Reception Update**: **Kevin**: A new date has not been confirmed with the Wittliff staff for the spring date.

**Book Club Update**: **Amy**: The book club meets every two weeks. Next meeting is Wednesday, October 20 at 1:00 pm, via Zoom. This is a great discussion with colleagues to help make instruction more powerful. There are three more meetings. Tentatively, a new book will be introduced for spring meetings. Please contact Amy (am23@txstate.edu) if you would like to participate in the remaining book club meetings.

**New Business**

**Faculty Senate Update: Jenn**: **Instructional Faculty Policy**: Presented to Council of Deans. Lynn Ledbetter presented and one concern was raised by Dean Golato (Graduate College), concerning placing an additional graduate load on NLF. Dean Golato suggested revisiting the wording in this section to clarify how NLF will work with graduate students. This item will be reviewed and suggestions for this section of the policy will probably be discussed at the joint meeting of the Council of Chairs, Council of Academic Deans and Faculty Senate in November. The Provost and Dr. Thorne are proponents of this policy. Kevin shared comments made at the most recent Leadership Committee meeting: Provost Bourgeois mentioned this proposal will be presented in January and will be included in the next university strategic planning cycle.

**Personnel Committee Policy:** Lynn and Dr. Wesley attended the Council of Chairs to include language for NLF to participate in personnel committee meetings. Currently, there is a template on how NLF can be included on NLF committees. The Council of Chairs were supportive of NLF to participate on personnel committees; however, they were not in favor of The personnel Committee Chair being someone other than the Department Chair. The guidelines have been tabled to get more feedback from personnel committees across the university. This is not a policy, but a guideline to work toward shared governance for NLF and TT to participate on this committee in various departments across the university. The Faculty Senate will continue to work on the guidelines.

**Covid-related Feedback:** Information from our last meeting was shared by Jenn to Dale Blasingame. Faculty are not liable or not required to participate in the Bobcat Trace. For faculty working in large classes and notified of any positive case(s) in their class(es), are encouraged to participate in Bobcat Trace, not required. Provost Bourgeois stated the flexible beginning for this semester will be similar to the spring semester, as per the metrics being monitored. Dr. Carranco, expects a spike in positive cases to occur during the winter, and encourages people to consider getting a booster shot to stave off infections over the break. The Hays County and Travis County Dashboard has shown declines in positive cases. Related to COVID issues, Marcos suggested to create a survey to ask faculty who has created a Zoom option for any student(s) who test positive and can not attend class in person. Several NLF committee members shared how they use Zoom if students are not able to attend in person class. Susan Holtz shared she uses a rode, which you can find using this link (thank you Kris) <https://www.bhphotovideo.com/c/product/1471382-REG/rode_wireless_go_compact_wireless.html> . Here is another link shared by Kris: <https://www.bhphotovideo.com/c/buy/wireless-microphones/ci/28824/N/3736421139> Susan H. will send additional information to the committee after the meeting regarding the rode system.

**Workload Release: Jenn/Valerie:** The Chair submissions are due today. The Deans reviews are due next Friday, October 22. As soon as these are completed, Valerie will post the applications to our site for committee review. There were sixteen applications submitted for workload release. We award 42 course release hours. We are four over for fall and two over for the spring. We need to do our rankings, and the lower ranked faculty could be asked to reduce their load release. Valerie plans to post these by late afternoon on Friday, October 22. This policy was implemented in 2015. Jenn will reach out to Dr. Thorne and Faculty Senate Chair Lynn concerning changing the number of course release hours allotted for this opportunity. The rational is related to the large number of NLF who teach across campus, and Jenn will advocate for-- if course hours to be increased

**Professional Development Idea:** **Jenn**:

* Workshops for faculty working with Veterans; Host preparing materials for entry for Instructional Teaching Faculty Policy
* A session with past award winners to share their experience and encourage recognizing NLF…nominate our colleagues. Jenn mentioned the need to receive feedback on why *an* application may not have been considered for an award.

**Around the table Initiatives to complete this year/ Concerns/issues faculty are experiencing:**

* Unpaid **maternity leave** by the university and or using sick days. How can we encourage our university to provide **paid maternity leave**? Jenn will ask who we can begin this conversation with concerning this issue. Kris shared **UPPS 04.04.30**, provides information on how to donate sick leave. Perhaps we can encourage or create a policy where we can donate to a pool for maternity leave, etc.
* Include NLF in **phased retirement** and keeping benefits. Tenure track have up to three years to fully retire. Committee members stated this could be an amendment to the current policy, and not a new policy.
* **Summer pay**/service recognition: Suzy shared she runs the anatomy lab at the RR campus in the summer, and is not getting the 25% work load credit. Additionally, pay in the summer is not the same as the fall or spring semester. Summer funding is 1/12 of regular pay.

Meeting Adjourned at 2:30 pm by Chair Jensen

Respectfully Submitted,

*Jo Beth Oestreich*

Secretary

**Upcoming meetings**:

**Nov 19, 2021**

\*Jan 21, 2022-JCK for the spring, hopefully

Feb 18, 2022

Mar 18, 2022

Apr 15, 2022