

**Nontenure Line Faculty Committee  
Minutes  
Friday, March 23, 2018  
1:00 – 3:00 p.m., JCK 880**

**Members Present:** Janet Bezner, Matthew Bower, Maureen Lemke, Kevin Jetton, Sherwood Bishop, Maureen Smith, Matari Gunter, Wendi Davis, Gloria Velasquez, Shannon Duffy, Glynda Petros, Suzy Okere, Renee Wendel, Caprice Pierucci, Susan Holtz, and Jo Beth Oestreich.

Welcome, Introductions & Announcements: **Janet Bezner, Chair**

Approval of past meeting minutes (2\_16\_2018)

**Old Business**

1. Andrew Marks Scholarship Initiative Update
  - a. Part-time Teaching Renaming Update. Janet will prepare for the next meeting. Janet will contact Sherri Mora concerning the history of this award.
  - b. Plaque for memorial garden (Update from Rose). No update to report at this time.
2. Update from Academic Freedom Committee (Renee). There is no update at this time. Dr. Luizzi’s replacement for the committee chair has not been identified at this time.

**Review of Part-Time Faculty Excellence in Teaching Awards** applications and decision making.

All three applicants are from the Fine Arts college. Discussion commenced regarding these prospective applicants to be considered for the Part-Time Faculty Excellence in Teaching Award. Caprice Peirucci, representative from the College of Fine Arts selected Thomas Copeland as the recipient for the Part-Time Faculty Excellence in Teaching Award.

Clarification was provided related to liaisons and members voting on awards, etc. Janet located and provided the policy stating liaisons and members are voting members on NLF Committee issues. The committee suggests creating a workshop next year to assist Part-Time faculty to submit for consideration for the Part-Time Excellence in Teaching Award (for all colleges).

**2017-18 NLF Initiatives and Updates**

Item#s	Initiative(s)	Lead(s)
1 & 3	<p><b>NLF recognitions at Convocation &amp; Years Of Service calculations</b> (investigate whether or not this can be included in convocation (President’s Office); years of service calculations don’t include part time teaching (Faculty Qualifications)            Updates: Part 1- will set up a meeting with the President’s office; Part 2, include part-time, and many NTLF non-contiguous service is common, and may exclude some individuals from being recognized.            The President does recognize faculty and staff, 20+ years (tenure); can we include NTLF?; can we revisit how we calculate service for NTLF?, i.e. non-continuous service; can we include the part-time teaching award at Convocation?            Sherwood and Suzy will contact Lisa Lloyd, new special assistant to the President regarding these items.  <b>UPDATE:</b> Sherwood and Suzy are working to schedule a meeting with Lisa on this initiative.</p>	Sherwood Bishop Suzy O’Kere
2	<p><b>Teaching theater lack of technical support</b> – cost cutting measure. Shannon has communicated with Michael Harrison, who has confirmed there are student workers to help faculty in the large teaching theaters. Michael offered to provide training for NLF during new NLF orientation. <b>UPDATE:</b> the student workers have reappeared to assist faculty with technical support.</p>	Amy Meeks Shannon Duffy
4	<p><b>Retirement benefits as it relates to NLF</b> – Amy is investigating whether or not NLF can receive phased retirement options.  <b>UPDATE:</b> Janet spoke with Dr. Bourgeois on this matter and he should be able to provide more information at our April meeting.</p>	Amy Meeks

5	<p><b>NLF eligibility for career paths, roles and opportunities at the university.</b>  <b>UPDATE:</b> There is no support by the administration for a career path for non-tenure faculty. Is this an area we can create a structure for NLF to be promoted? This process could provide some consistency across the university. The committee will collect data on procedures how each college or department encourage NLF to be placed on a career path. Perhaps the committee can propose the policy for transition from Lecturere and Senior Lecturer.</p>	<p>Amy Meeks  Sherwood Bishop  Rose Pulliam  Matthew Bower</p>
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**New Business**

NLF Annual Fall Reception: Kevin Jetton, Chair

**UPDATE:** Kevin is gathering signatures for various vendors for the event. Valerie is working on establishing an account to collect funds for this event—and pay out monies for the reception. Until we have a collection procedure, we are unable to solicit for funds for the reception. Concerning using the university communication system, this has been set aside until we clarify how to collect financial support for the reception. Save the Dates will be sent out at the end of April for the fall reception. Perhaps we could check into **Step Up for State** campaign as a means to donate funds to our committee. Jo Beth will search for other options to donate funds to the NLF committee. Kevin will generate donation letters for the Deans and Chairs throughout the university [which can be modified by committee members]. Universtiy Advancement will be contacted to determine if a line-item can be designated for the NLF.

**Assorted Updates**

**Vice-Chair Kevin Jetton Items**

**University Leadership Assembly:** Only 3 agenda items: 1.) **Spring enrollment**-flat and similar to the fall enrollment. High School graduation numbers are down (back end of the surge). We are in top 3 or 4 universities for students to attend. There is some concern related to Dual Credit offerings. Students who are in Dual Credit classes do not pay for college credit earned.

2.) **Greek Life:** There were specific procedures fraternities and sororities must follow in order to be reactivated. There are national model guidelines for this reactivation supported by the Dean of Students. There are 31 chapters, 22 have agreed to the new terms. There is a high degree of risk reduction training for officers and members of the Greek organizations. 3.)**Learning Management System**-There were three sessions presented (and on-line too). By April, 2018, there will be two systems selected for continued review, one will be eliminated. This transition is student facing and faculty impacting. Dr. Solis will present on this topic to the Senate next week.

**Chair Janet Bezner Items**

The Faculty Senate discussed a policy change related to staff if you are arrested or accused of a crime. A parallel policy was drafted for the faculty:

*Faculty must report to their chair/director (or dean if the faculty member is a direct report to a dean), in writing, within five business days, any arrests, charges, or convictions, excluding misdemeanor offenses punishable only by fine. Failure to report under this section is a violation of this policy and may lead to disciplinary action, up to and including termination, as appropriate.*

The Provost and President will meet and discuss this proposed policy change with Faculty Senate at their next meeting. Be certain to check the Senate Bulletin.

**Adjournment at 3:05 pm**

**NEXT Meeting April 20, 2018, 1:00-3:00 PM**