

Nontenure Line Faculty Committee Minutes

Friday, March 8, 2019

1:00 – 3:00 p.m., JCK 880 and via Zoom

Members Present: Janet Bezner, Kevin Jetton, Sherwood Bishop, Jeremy Hutchins, Jarred Knittel, Amanda Scott, Sandra Duke, Maureen Smith, Kay Newling, Jean Bradley, Matt Bower, Susie O’Kere, Gloria Velásquez, Glenda Betros, Amy Meeks, Wendi David, Renee Wendel, , Tom Varacalli, and Jo Beth Oestreich.

Guest Speaker: Heather Houston, Benefits Manager.

Welcome, Introductions & Announcements

- Introductions of new members
- Approval of past meeting notes (02/15/2019)
Oestreich

Chair: Janet Bezner

Vice-Chair: Kevin Jetton

Secretary: Jo Beth

New Business

1. Faculty retirement presentation – Heather Houston, Manager, Benefits, Texas State University Human Resources. Heather’s power point presentation is available upon request. Benefit information will be included in future NLF New Orientation workshops. Faculty hired per course, etc., and do not qualify for benefits, years of service does not count toward retirement

Old Business

2. Changes to policies
 - a. AA/PPS 04.02.03. (work load release) - Pending discussion by Faculty Senate
 - b. AA/PPS 04.01.04 (Department Chair Search Process) – Pending discussion with CAD
3. Faculty Development Proposal (Renee, Glynda, Sharon, Susan)
 - a. Debrief of February 18, 2:30-4:00 in Jones Dining Center Faculty and Staff Dining Room. Topic: Diversity and Inclusion of NLF in the campus community. Speaker: Dr. Scott Bowman. **We received two post survey responses regarding this event.**
 - b. April 4, 5:00-6:30 in Jones Dining Center Faculty and Staff Dining Room. Topic: Pedagogical practices in large classrooms. Speaker: Paul Mencke. Amanda Scott will create a flyer for this program. Jo Beth will send Paul’s credentials to Amanda and ask Paul to speak for thirty minutes and develop two questions for each table to discuss. Committee members who will attend: Amy Meeks, Gloria Velásquez, Renee Wendel, and Jo Beth Oestreich.
 - c. NLF Faculty Development Proposal forwarded to Catherine Hawkins. She has asked the NLFC to prioritize the topics listed in the proposal (below). **The elements hi-lighted in green are the top three proposals to be submitted to Catherine Hawkins.**
 - i. How to build a syllabus (required elements in a syllabus) develop quick links that take only 1-5 minutes to review/answer a question**
 - ii. Who is my college librarian?
 - iii. Faculty Qualifications and Annual Review**
 - iv. Testing services
 - v. Classroom Technologies
 1. How to effectively use Office 365 Apps
 2. Other specific applications (Tophat, Kahoot, etc.)
 3. New LMS
 - vi. Classroom management**
 1. Large classes
 2. Student handbook /honor code issues/academic misconduct
 3. Student mental health resources or difficult students
 4. ODS/Accessibility/Accommodations? Putting it all together;
 - vii. Pertinent UPPS and where to locate them.

1. Effective use of technology in the classroom
 2. Handling sensitive topics
 3. Title IX
 4. Multicultural/inclusion/cultural competence (equality university)
 5. Issues of academic freedom for NLF with year-to-year contracts (this is being addressed via the Academic Freedom Committee, so we can partner with them.)
4. NLF survey to collect information regarding retirement benefits and other items of interest to NLF. (Amy, Dan, Shannon) – survey is being finalized and will be sent in April (due to the fact there are numerous surveys being sent out at this time). Alex White has arranged for someone to enter survey in Qualtrics. *We will send out our survey to faculty in April. Kay and Amy met to revisit question 23 of our survey. The proposed new language for this question: I experience discomfort at Texas State due to my sex? All agreed.*
5. NLF Initiatives at other universities (Janet)
 - a. Discussion with Mark Clarke, University of Houston Associate Provost: UPDATE from Janet: NLF at UH are identified as Non Tenure Track (NTT) faculty (Instruction, Clinical and Practice). It parallels tenure track faculty. Vetting of all faculty hires occur through Faculty Affairs. All faculty, Deans, etc. are involved in hiring NTT faculty. The university created a renewable employment agreement for 3 years for NTT faculty. It locks faculty salary, and annual reviews of NTT faculty determine continued employment. It gives NTT faculty more security. Other language they use include *promotion eligible*, or faculty could stay in a non-promotion position. Salaries have aligned with the new positions/promotions. NTT faculty do receive a \$3,000-\$5,000 bump in pay when they are promoted from Assistant to Associate. The tenure and NTT ‘time clock’ is the same. In order to adopt this type of process, we need to organize a few members to develop the policy and promotion opportunities. We would meet with Dr. Thorne prior to sending our proposal. The sub-committee will meet the summer of 2019 to plan and propose criteria for a NLF promotion system. UH has created professional development opportunities for NTT. Review of NTT’s occur every three years and a professional portfolio is submitted by NTT after completing their six-year probationary period. **Sub-Committee members to work on developing a NLF promotion system:** Janet Bezner, Suzy O’Kere, Gloria Velásquez, Matt Bower, Amy Meeks, Wendi David, and Kay Newling. Janet will contact Dr. Thorne to set a time to visit with her concerning this initiative.
 6. Cupa data (Janet) – Discuss insights and conclusions from reviewing the data. **UPDATE:** Janet will discuss next month.
 7. Fall Reception (Kevin)
 - a. Date/Time/Location: **Wednesday, September 18, 5:00-7:00 PM, Reed Parr Room, 11th floor JCK.** *See attached flyer from Kevin.
 - b. Fundraising formula-*See attached flyer from Kevin.

LMS: UPDATE: Kevin shared there is a committee meeting Thursday, March 14, 2019. All six pilot course instructors will share their experience using the various systems. The committee is still requesting faculty to ‘play’ in the Sandbox.

Meeting adjourned at 3:00 PM.

Respectfully Submitted,

Jo Beth Oestreich

NEXT Meeting – Friday, April 12th, 1:00-3:00 PM –Tentatively in ED 3070 and by Zoom.

ADDENDUM

**3rd Annual Texas State University
Non Tenure Line Faculty Appreciation Reception
UPDATE (3/8/2019) by Kevin Jetton**

I. ALL CONFIRMED and APPROVED!

- a. **WHEN:** **Wednesday, Sept 18, 2019 5-7pm**
- b. **WHERE:** **JCK Reed Parr Ballroom (11th Floor)**
- c. **DETAILS:**

- i. Room reservation APPROVED (2nd option date due to 1st opt 9/25/2019 not available)
- ii. Alcoholic Beverage Policy form APPROVED/All signatures obtained
- iii. Form AP-12 (Alcohol, Flowers, Food & Refreshments Expense Authorization) TO DO
- iv. Catering Contract MUST go through Purchasing process/approvals procedure

II. ITEMS of NOTE:

- a. Catering: MUST use Chartwell’s and I have the menu’s to review
We “may” incur additional costs (tables, linens.....all TBD)
- b. Additional Costs: **+\$340**
 - i. Rental Fee: \$75
 - ii. Guard \$120 (After hours access)
 - iii. A/V \$45
 - iv. Setup \$50

III. Next Steps:

#	What	Who	Status	When
1	Save the Date Flyer	Kevin	Done	Mar 2019
2	Chartwell’s Menu+	Kevin	To Do	Mar/Apr, 2019
3	Sponsor/Donation Letters: • External • Internal	Kevin	To Do	Apr, 2019
4	Email’s: • Sponsors • Donations • NLF Save the Date	Kevin (External) Committee (Internal) Kevin (Mailchimp)	To Do	Apr/May 2019