**Meeting Minutes**

**Nontenure Line Faculty Committee**

**April 17, 2020**

**10:00 to Noon, Zoom meeting**

**Zoom link: [**<https://txstate.zoom.us/j/670384810>**]**

Members in attendance: Natalie Ceballos, Kevin Jetton, Suzy Okere, Valerie Anderson, Dale Blasingame, Kris Toma, Shannon Duffy, Dan Smith, Wendi David, Amanda Scott, Sandra Duke, Amy Meeks, Glynda Betros, Shawn Camp, Gloria Velasquez, Susie Holtz, Jo Beth Oestreich, and Guest Lynn Ledbetter.

**Welcome**

**Approval of Past Meeting Notes from February 21st**

**Updates and Announcements**

**Updates & Discussion, re: ongoing COVID19** situation (**Natalie** et al.).

* + Updates on NLF reception, LMS innovations, etc. (**Kevin**). **University Leadership Assembly** (\*see end of minutes). Amy and Kevin attended this meeting. Focus was on budget concerns for the university, i.e. processing refunds. 750 students remain on campus due to the COVID-19 situation. Be certain to review statistics to budget loss and potential drop in student enrollment. Emergency Relief Funds received from CARE Act: half of these funds will go to students. What is deferred spending? i.e. capital expenditure and unspent money (to preserve it) including setting aside 50% of all departments into a Savings Account to ensure spending money later. Spring Break Study Abroad students’ monies were refunded (Suzy Okere). Regarding fall enrollment, there is an increase in Theatre and in COE. Wendi asked if there will be a limit to numbers of students taking online classes? The registrar, and departments control these numbers. Perhaps the COVID-19 situation has pushed the sections to be larger than usual…but how can we best support this transition with the faculty. Additional concerns related to **online instruction** is lack of security for instructors, i.e. effective and user-friendly lockdown browsers, especially to implement during taking online exams. There a number of concerns related to implementing effective online instruction with access and unstable internet. Other issues relate to use of Zoom and potential malewar exposure, etc. “Your cheating hearts” is a Zoom topic with helpful tips available to faculty to assist when using this platform.
	+ Additional comments related to transcribing online presentations by instructors to students. Dale shared in his department uses REV (transcribing, etc. tool). You can also upload your video to Media-Flo and click on closed-captioning to convert the video for students needing access. Wendi suggested spending CARE funds on purchasing REV for departments to provide accommodations to students needing this type of support.
	+ Update on Natalie’s April 8th Career Plan Proposal Presentation to Faculty Senate (**Natalie**): Well received. The Faculty Senate approved it. The plan will be sent to Dr. Thorne for review. A change requested was the title of the plan. The Faculty Senate suggested change title *to Assistant Professor of Instruction*.

Funding Decision for Part-Time Faculty Excellence in Teaching Award (Everyone). Review of these is extended for two weeks. Members are to score all applicants and send the scores to Natalie. Natalie requests everyone reviews all candidates and send scores within the next two weeks to her to present to Faculty Senate. In Subject line, type **PART TIME TEACHING AWARDS** when you send scores to Natalie.

**NLF Reception** **(Kevin**): See copied report below.

**Around the Table: The New College of Business dean is Dr. Sanjay Ramchander. We need to determine New Faculty Orientation Workshops for the fall. The workshops depend on the reintegration of the campus community, etc., but perhaps be prepared to provide the PPT in online delivery format.**

**Faculty Senate committee leadership will occur on May 6, 2020. Natalie will be transitioning out of her role as Chair of the NTL. The NTL committee thanks her for her leadership and service the past two years.**

**Adjournment: Chair Natalie adjourned at 11:34 am.**

**Respectfully submitted,**

**Jo Beth Oestreich**

**Secretary**

***\*Kevin’s reports (copies/pasted below):***

**TxState University Leadership Assembly**: April 9, 2020: Meeting Highlights by Kevin Jetton

I. COVID-19 Briefing a. REFUNDS being processed:

i. Tuition: Sum I, 2020 as100% online ($50/cr hr fee will be credited through Emergency Fee Funds)

 ii. Housing: most moved out and only 750 remain in residence halls (no place to go)

 iii. Dining Credits: will roll over to Fall, 2020 and if graduating/not returning – will get a refund

 iv. Late Fees: Deadline pushed to 7/7/2020

 v. Parking: prorated parking refund for STUDENTS only

b. **Athletics**: both Winter and Spring Sport leagues/events have been CANCELLED

c**. Operations**:

 i. Training/Professional development sessions were immediately scheduled to ramp up faculty online teaching skills, tool familiarity, support and more

 ii. Summer I is 100% online and hopefully Summer II will be back to normal F2F

 iii. Registration was delayed by 1 week for Summer and Fall, 2020

iv. Spring Graduation has been deferred until August and will be streamed live

v. Summer camps: June and July are to be remotely done, cancelled or……a TBD option

 d**. Student Support/Impact**:

 i. Faculty stepped up converting 5,200 sections to be remotely delivered with only 2 weeks of prep

 ii. Student emergency services: Bobcat Panty curbside services and a Bobcat-to-Bobcat fundraising effort is underway with a goal of $215K-$1 million!

e**. Alumni outreach**: showcasing our response, crowdfunding, small business center support…

. f. Mathworks: Family Outreach efforts underway with resources g. Respiratory care donated PPE materials and has offered to host a Field Hospital in the Rec Center if needed for non-COVID-19 individuals h. Dean of Students has been calling ALL Freshmen performing a Welfare check

 i. Staff remote working procedures/processes (workflo) have been rolled-out

**TxState University Leadership Assembly: April 9, 2020: Meeting Highlights by Kevin Jetton , Continued:**

2.

II. **Budget Update**

 a. **The reality for the State of TX**:

 i. Unemployment will be around 15%

ii. Oil and Gas prices are down/declining iii. Individuals are not spending therefore declining Sales Tax revenue (Occupancy taxes too) b. Implications: i. FY 2020: only 4 months left and no time for any cuts

 ii. FY 2021 (Aug 2020-Aug2021) will end up having 3.5yrs of impact based on the state legislative schedule

 1. **Best case: $13.1mil loss: no appropriations change but a 5% enrollment loss**

2. **Worse case: $36.6mil loss: 10% appropriations reduction and a 10% enrollment loss**

3. **Texas State’s goal is to MINIMIZE enrollment loss**

4. **Actions already taken and approximate savings**:

 a. Cut all non-essential travel($1.3mil)

 b. 1-time Hiring freeze ($1.4mil)

c. Deferred spending ($8.9mil)

d. Delay faculty projects ($150mil) but keeping Star Park, Theater/MassCom/Alkek

 5. **Other steps if necessary**: deferred projects, budget reductions, hiring freeze, salary reductions, furlough/layoffs, fundraising (for scholarships and/or emergency services)

6**. GOAL:** Continue to deliver Excellent Education and PROTECT Faculty & Staff positions! C

7. **Relief: Cares Act**: $14bil for Higher Education (TxState to receive $31.7mil) 50% of which will go directly to students ($16mil). More $ could perhaps come from the Department of Education. d. Future Impact:

i. Will last approximately 3.5yrs (State Legislative schedule/cycle)

ii. Enrollment Management:

 1. Already doing Virtual campus tours and Bobcat Day events

 2. Allowing admits without SAT/CT scores, no application fees, fee waivers…

3. Admissions are already up 8% and have been calling all incomplete application candidates

4. **Virtual recruiting is underway also**

 iii. University Marketing has a video and a social media campaign being used

iv. Media outreach: Bobcat promise, New Masters Degrees, Targeting students with scholarships….

5. **President Trauth closed** with an emotional instance of a frustrated TX State student

a. An upset student reached out to President Trauth frustrated with the whole sudden situation and her new forced reality

 b. The student was dealing with a new normal, had kids at home ALL under the age of 5, had horrible internet connectivity, faced with significant income/expense concerns and more

 c. An immediate outreach effort began so as to provide that student a Hotspot and technical resources plus all her professors all reached out to her with words of support, care and compassion and more

d. The student later contacted President Trauth as a Super Bobcat and very appreciative (and a new spokesperson) to which Pres Trauth indicated we handled her situation with Grace and Swift Action. e. President Trauth then thanked EVERYONE across the entire University community for stepping up with grace and empathy in EVERYTHING that we did and are doing.

**2020 Update Reception**:

I**. NLF “Event/Special Function” Account Balances via Valerie** – TOAL: $8,022.70

a. Internal Funds: $5,089.70

 b. External Funds: $2,933.00

c. Recent transactions: $104 to Candace Hastings for NLF Bobcat Bookcats Book Club

II. **Spring, 2020 at the Round Rock Campus=> CANCELLED** in light of the COVID-19 3/12 Trauth Email

a. CANCELLED event Details: Campus contact: Amy Jiang

i. WHEN: Wed 4/8/2020 11am-1pm for a light lunch ii. WHERE: AVRY 256

 iii. Costs: Catering ONLY and no charge for the campus space/room!

iv. AP-12 Form: Signed/Approved for this food-only function (thanks Valerie) v. Catering: Dagar’s of Austin light lunch with dessert…..P.O. issuance with TxSt purchasing is still pending but now cancelled b. Will TRY again Spring 2021 and we incurred NO/ZERO COSTS for the cancelled event!

III. **Fall, 2020 at the main San Marcos Campus**

 a. WHEN**: Thursday, October 15, 2020 4-6pm**

 b. WHERE: Alkek Library Wittliff Gallery (currently being remodeled/expanded)

c. DETAILS/STATUS: i. Room reservation APPROVED ii. Alcoholic Beverage Policy form using Adobe Sign is still “In Progress”

 iii. Form AP-12 (Alcohol, Flowers, Food & Refreshments Expense Authorization) has been signed/all approved (thanks Valerie)

 iv. Catering: Dagar’s of Austin (will review menu’s and start that process Summer 2020)

 v. Beverages: KJ/Valerie purchase beer & wine from Spec’s using TxState p-card

vi. I did mention the fall NLF reception event in the planned Spring, 2020 RR NLF reception flyer/invite as a “Save the Date” when promoting that event

vii. Promotional Tools for Sponsorship solicitation: Available from Kevin

*Thank you Kevin!*