**Non-tenure Line Faculty Committee**

**Minutes**

**Friday, July 10, 2020**

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

**Zoom**

**Zoom link: 766 435 7831 (password: brahms)**

**Members Present:** Lynn Ledbetter, Shannon Duffy, Kay Newling, Maureen Smith, Kristine Toma, Susan Holtz, Sandra Duke, Kevin, Jetton, Valerie Anderson, Shawn Camp, Amy Meeks, Matt Bower, Scott Vandenberg, Glynda Betros, Renee Wendel, and Jo Beth Oestreich.

**Approval of June 19, 2020 minutes**

**Old Business:**

**NLF Receptions**

* **Reschedule Fall 2020 to Spring 2021. Update: Kevin** is working to confirm a new date (tentatively in March) caterer, and place, etc., for spring 2021. Eventbrite is the on-line source we use to send out information and invites for the Reception.
* **Pass on Round Rock 2021 event for the 2020-2021 academic year**

**New NLF Orientation Sessions: August 19, 2020 (9-11 am and 6-8 pm)**

* Delivery will be by Zoom. The Zoom address will be confirmed on July 30 or before with Valerie.
* Update and finalize presentation file (powerpoint)
* Identify facilitators (co-hosts/leads) and volunteers: Lynn, Kristine, Shannon, Amy, Kevin, and Jo Beth can assist. Other members are invited to participate and all NLF committee members are encouraged to join the conversation on August 19. Valerie will check with Tammy Sharp’s office concerning new NLF teaching this fall. Jo Beth and Kevin will review and update elements prior to the July 30 meeting. The Orientation sub-committee members will meet **July 30, 2020 1:00 pm Zoom** to designate roles for members to host the New Orientation on August 19, 2020.

**NLF Committee projects for 2020-2021: Idea Brainstorming:** We will postpone considering these projects until after the beginning of the school year.

* **Spring 2020 Book Club revisit and restart?**
* **NLF workshops (Canvas Coffee Club, other Professional Development (PD) opportunities):** Kevin and Amy will present a session **Wednesday, July 15, 2020 at 10 am** focused on *Teaching Online with Large Classes*. Another PD session offered on **Thursday, July 16, 2020 at 3:00 pm** is *Assessments and Academic Integrity*.
* **Convert any NLF TRACS content over to a new Canvas Project course site.** We will check with Valerie concerning importing information into a new Canvas site.

**New Business:**

**The new brochure: Valerie** will send out this via e-mail.

**Faculty Senate Survey:** In the recently released *Roadmap to Return,* presented by the administration, the Faculty Senate wants to know how the faculty perceive how the university will open the fall semester. The survey can provide additional data to identify issues and concerns related to faculty delivery of instruction. The concern is equity for delivery of instruction, especially for NTL faculty who may be vulnerable, do not feel comfortable or safe teaching face-to-face (F2F), and do not have support by their department chair to teach virtually. The survey should be sent out the week of July 13, 2020.

**NLF concerns and more across campus:**

1. There are concerns about returning to a F2F classroom setting. Questions include, but not limited to how will sanitizing of the rooms be conducted (i.e. how often, in between each class, etc.); will masks be provided to faculty and or students; and how will students be seated.
2. How will students be seated? (by color, etc.)
3. Will the total number of NLF appointments eliminated be shared by the university?
4. Is there consideration of offering courses completely on-line or hybrid, or would other options be considered?
5. How do students/faculty report testing positive? *Then what happens*?
6. Consider students not returning after Thanksgiving (as per UT). There are some concerns related to accreditation for days in session, etc. if this occurs.

**The Academic Governance Committee:** There are concerns of inequity in personnel committee membership across campus. There is a sub-committee reviewing how personnel committees are organized. The committee wants to know if NLF would be interested in serving on their departmental committee. Additionally, should NLF consider this representation as a positive or negative opportunity; and, if selected/elected, should the NLF representative have a ‘vote’ or just serve without a ‘voting’ option. Furthermore, should the NLF member only review NLF, or be a part of all discussions related to personnel reviews and issues? The NLF agree a senior-lecturer NLF member could serve on the personnel committee. The Academic Governance Committee would like to capture data from the NLF on this issue. This would provide representation for NLF, especially related to annual performance review. Chair Ledbetter will compose a survey to capture NLF position on this issue. One point raised by Sandra questioned whether this issue would create any issues related to our Career Path Proposal? Chair Ledbetter stated this is an informational request only, to glean whether or not NLF desire to serve on a personnel committee in their respective departments.

**Next meeting : Friday, August 14, 2020 at 1:00 – 3:00 pm**

**Meeting Adjourned at 2:30 pm**

Respectfully submitted,

Jo Beth Oestreich

Secretary