**Nontenure Line Faculty Committee**

**Minutes**

**August 6, 2019**

**1:00 to 3:00 pm, JCK 880**

**Zoom link:** [**https://txstate.zoom.us/j/204396987**](https://txstate.zoom.us/j/204396987)

**Members Present: Natalie Ceballos, Kevin Jetton, Amy Meeks, Sandra Duke, Maureen Smith, Kris Toma, Renee Wendel, Dale Watson, Suzy O’Kere, Dan Smith, Sherwood Bishop, Tom Varacalli, Glynda Betros, and Jo Beth Oestreich.**

**Welcome and Introductions: Chair Ceballos welcomed new and current members in attendance.**

**Approval of Past Meeting Notes (June 14, 2019). Jo Beth will send these out.**

**Updates**

* NLF Orientation Sessions (Natalie & all)
* Natalie will review final ppt and assign slides to committee members assisting at the new orientations.
	+ **Wednesday, 8/21, 9-11 am, UAC 275** (Natalie Ceballos, Glynda Betros, Kevin Jetton, Jo Beth Oestreich, Renee Wendel) [19 registered]
	+ **Wednesday, 8/21, 6-8 pm, UAC 275** (Natalie Ceballos, Sandra Duke, Kevin Jetton, Jo Beth Oestreich) [5 registered]
	+ **Thursday, 8/22, 9-11 am, UAC 275** (Natalie Ceballos, Shannon Duffy, Amy Meeks, Tom Varacalli) [6 registered]
* NLF Reception (Kevin). **UPDATE**: McGraw Hill and Pearson are paid sponsors of the event**. Deadline for RSVP is** **9/13/2019 for faculty**. A separate attached document will be available regarding Kevin’s detailed efforts in hosting this event on behalf of the committee.
* Maureen organized several athletic tickets for Door Prizes at the Reception. NOTE: Athletic tickets require door prize winners to notify the athletic department prior to attending the athletic event. Dan will request tickets to the Meadows Center. Jo Beth will
* Kevin will resend the internal/external donation letters to members to encourage reaching out for donations for the Reception.
* Cost runs for the event are included in the documents (separate documents) in Kevin’s report.
* E-mail invitations will be sent soon to Nontenure Line Faculty.
* Jo Beth will create a flyer related to upcoming NLF workshops to be available at the Reception.
* Natalie has sent e-mails to the President and other dignitaries to attend the reception. So far, we have confirmation from the President, Provost, Associate Provost, Special Assistant to the President, Special Assistant to the Provost for Inclusion and Diversity, and the Associate Vice President for Academic Affairs.
* We need to check access to enter JCK for the Reception.
* We need to have a member near the elevators to direct attendees where to go.
* Boko will attend and attendees will be able to take photographs with Boko from 5:00 – 5:30 pm.

**NLF Survey Subcommittee Report** (Amy, Shannon, & Dan). **UPDATE**: Amy will add a question related to NLF interest to pursue a Career Path Program at Texas State. The survey will be available to NLF after the Reception on September 18 and will be open for responses until mid-October.

**Career Plan Subcommittee Report. Natalie.**

* Task groups focused on key areas were identified by Dr. Thorne.
* Data Retrieval (Kevin & Natalie). **UPDATE**: **CUPA Faculty Salary Data.** (A separate document is available with this detailed information). The initial page shows NLF (CUPA) Average Salary by College. The remaining pages identifies Salary Stats by College/Rank/Job Title and Salary stats by College/Dept/Rank/Job Title.
	+ Comparison to Peers and Aspirant institutions. (Wendi, Amy & Jo Beth). **UPDATE:** Clearest policy is at University of Central Florida (UCF). Most institutions have a policy for Non Tenure and Instructional Faculty. Natalie sent a list of the schools to use for comparison, and Amy and Jo Beth will review their policies related to the Career Path opportunity for NLF at TX State.
	+ Examples of Departmental Policies at TX State (Natalie, Amy, Kay & Matt). **UPDATE:** Natalie created a chart of Departmental Policies (this document is available). At TX State, our librarians have a career path and it is optional for individuals to participate. There are varied policies for evaluation and promotion, i.e. creating a binder, nominated by a colleague, etc.

**NEXT STEPS**: We will review the library career path, the aspirant institutions, and then draft our plan for a career path.

**Looking Forward**

* Liaison Appointments. **UPDATE**: We will check with Valerie.
* Dates of fall NLFC Meetings. We will continue to meet once a month on a Friday. Natalie will check the calendar to determine which Friday and times are available for the committee to meet this year.
* Faculty Development Webinars for NLF. We will invite Dr. Candace Hastings to come to our September meeting to discuss any changes to the procedure to develop/host NLF workshops. We will also visit with Janet concerning these workshops.
* Textbook cost to Political Science students. Tom shared a concern related to changes to textbook cost and how students can purchase their course texts in his department: Follet, the new bookstore does not want a direct purchase option for students from McGraw Hill Connect. This does create a problem of cost and access to students.

**Other Business**

* **Canvas migration (new LMS system):** Workshops/trainings will be available fall 2019 related to learning the new LMS system. New faculty will be required to use Canvas in 2020. Existing Faculty can voluntarily migrate to the new system as it becomes available.
* **Home buyer Assistance Program in the City of San Marcos:** Sherwood visited with Abby Gillfillan (512.805.2635) from the City of San Marcos, and she desires to speak to our committee to share the city’s support of NLF to qualify for financial assistance to purchase housing in the city. We will invite her to our September or October meeting to discuss this city supported opportunity.
* Part-time Teaching Award Changes to Criteria: Revisit
* Work on workshops
* Academic Freedom Committee. Renee stated this committee is interested in working with NLF on issues related to: feeling safe, lack of freedom to focus on a controversial topic, serving on a search committee and learning the new faculty would be teaching a course taught by a NLF, etc.

**Meeting Adjourned at 3:00 pm.**

**Next meeting: Tentatively set for Friday, September 13, 2019. 1:00 – 3:00 pm**

Respectfully submitted,

Jo Beth Oestreich, Secretary