**Minutes**

Nontenure Line Faculty Committee

November 15, 2019

1:00 – 3:00 pm, JCK 880

Zoom link: <https://txstate.zoom.us/j/180372685>

**Members present**: Daniel King, Natalie Ceballos, Amy Meeks, Susan Holtz, Scott Vandenberg, Dale Blasingame, Dan Smith, Kris Toma, Maureen Smith, Gloria Velásquez, Sherwood Bishop, Shawn Camp, Kevin Jetton, Glynda Betros, Suzy O’kere, Wendi David, and, Jo Beth Oestreich.

**Welcome:** Kevin Jetton

**Approval of October Minutes**

**Special Guest Speaker**:

* *Abby Gillfillan* from the San Marcos Homebuyer Assistance Program: The PowerPoint presentation will be available upon request. Currently, NLF do not qualify for the Residency Incentive program sponsored by the City of San Marcos. It would be necessary for San Marcos residents to contact their City Council members to modify the current policy related to the Residency Incentive program. The overall program is called **Housing For All: SMTX 4 ALL**-which focuses on a needs based opportunity for the community at large. Needs Assessments Key findings (4) for housing by SM City Council: **Preventing displacement**; **Home ownership** (70% rent and 28% are home owners); **Creating homes** for $200,000 range and the **Condition of Housing** (the housing stock is lower and older, due to high rental market [Note: San Marcos does not see new construction of many new homes as compared to other cities]. {Additionally, consider accessibility as another issue related to housing]; and **adding Affordable housing** for people earning less than $25,000. Abby shared the complexity of this issue as it relates to available housing and who is supported by the program (Needs based, workforce, etc.) including City Council’s budget to support this program in San Marcos.

**Brief Updates/Discussion**

* **LMS transition from TRACS** (Sakai) **to Canvas** (Kevin): **Update**
  + Canvas campus-wide Roll-out scheduled for Mon 11/18 – Tue 11/19/2019
  + A Canvas course creation Workflow tool will be made available to create both academic and non-academic (think TRACS project site) course shells with improved and expedited authorization processes
  + The TRACS-to-Canvas Migration tool testing is underway which I was a participant…..I’m eagerly awaiting summarized feedback from all the testers let alone any further news – especially on Mediaflo, TurnItIn, MH-Connect….
  + There are “things” that can be done in TRACS to have a better Canvas migration outcome…..I started a list and working with Patrick Smith on it
  + I raised “concerns” about requiring ALL new spring 2020 faculty to use Canvas only since there will be virtually no campus support from current faculty & staff (basically the clueless factor) let alone custom TxState Canvas training will not launch until Spring 2020 ….however if they know Canvas already they may be just fine but NOT a PT NLF’er teaching an existing course that is currently in TRACS only as their starting point/template
  + A new “Where’s My Course” landing page will be turned on shortly instead of merely clicking TRACS now….a new page with a directory of your courses and an indication of which LMS it is using (TRACS or Canvas) based on PUBLISHED courses
  + Canvas Support that will be available:
    - Tier 1 support for both Students & Faculty (call, email, chat….)
    - Subscription training access from Canvas (pre-recorded, materials and live webinars-all of which are only an hour and excellent)
    - Local TxState Canvas training launch planned for Spring 2020 in all formats
* **Faculty Development Book Club**: some book suggestions from colleagues: (Natalie)

provided written updates on progress on the Faculty Development Book Club and the Career Plan Draft." I welcome suggestions for other books and ideas. Just email them to me.

Here's a link to more info on the book Millie suggested:

[https://www.penguinrandomhouse.com/books/310307/daring-greatly-by-brene-brown/](https://nam04.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.penguinrandomhouse.com%2Fbooks%2F310307%2Fdaring-greatly-by-brene-brown%2F&data=02%7C01%7Cjb.oestreich%40txstate.edu%7Cbf6f76d20fa8434452b408d769edfa1d%7Cb19c134a14c94d4caf65c420f94c8cbb%7C0%7C0%7C637094344583935117&sdata=I6R6JJO55Cw%2FEfsnrSJXOwtayGPCmHgARNfo5fgBGaM%3D&reserved=0)

* **Progress on NLF Survey and Career Plan draft** (Natalie):

1. NLF Survey and Career Plan draft: the 5 questions specifically: **YES**
2. Do we want a title change to make NLF more like the Professors of Practice, etc. Something like Assistant Professor of Instruction, Associate Professor of Instruction, Professor of Instruction? **YES**
3. How many levels do we want in the career path? I think 3 would be best, since that's how everything else is structured at TX State. **YES: 3 but the increase could also be a % range of salary too.** 
   1. Currently, when someone moves from Lecturer to Senior Lecturer, is there literally NO raise at all? Or, is it just a trivial percentage? Or does it differ by department (I know English has a significant raise, but then they rarely promote from within). Some of the peer/aspirant policies mentioned $3,000 to $4,000 increases from one level to the next for NLF. That seems comparable to what people get in the tenure-track promotions at TX State (in my experience; usually a X% increase based on salary).  **3-5yrs and 5yrs was mentioned as a potential length**
4. **What length of contract sounds best to everyone**? Five years? What to do with people who might want to opt out of a career path change

  i.  definitely leave it optional and fine/no consequences of staying with current titles (Lecturer/Senior Lecturer)

                ii.      Having 2 sets of titles may be an issue though for NLF….perhaps map Lecturer and Senior Lecturer to some new title not on a career path

            iii.  Kris Toma suggested we look at the Library Staff career plan as a baseline/model since it was approved by the Faculty Senate

1. **Part-time Faculty Excellence in Teaching Award:** Valerie suggested 2 changes

                        i.      Guideline #2: Modify it to read “The following application materials must be submitted as a single PDF document in the correct order”.

                        ii.      Guideline #3: Strike it as it asks for “Additional optional materials that may be submitted” which makes it seem more work and more like required by the applicants and may further discourage applicants

1. **Potential NLF Receptions in 2020**
   1. **Round Rock campus**

  i.  Kevin obtained data from the Registrar’s office and analyzed the Round Rock semester schedule and the NLF faculty teaching those courses

   ii.  Recommendations presented were:

* + - 1. YES during the spring, 2020 semester potentially in one of the Willow Hall atriums
      2. Potential dates: Wed 4/15/2020 or Thu 4/16/2020 3-5pm
      3. Food & Beverage: consider Dagar’s of Austin (used for the 1st 2 NLF receptions) and a “no alcohol” event (less hassles and paperwork)

                               iii. Kevin will reach out to both Janet Bezner, Rene Wendel and Susie O’kere of Health Professions to get their take let alone the clinical schedule potential impact

    iv.  Kevin will contact Round Rock campus facilitator Dawn Hernandez Hale to explore the option

* 1. **Main campus**

                                     i.      Fall, 2020 semester and back at the Alkek Wittliff Gallery

                                     ii.      Potential dates: Thu 10/15/2020 (option #1) or Thu 10/08/2020 (option #2)

                                     iii.      Use Dagar’s of Austin again as was done for the 1st 2 receptions

                                     iv.      Agenda suggestions: ADD recognition of all new NLF’ers and 1st time attendees to the reception event

1. **University Leadership Assembly meeting highlights**:
   1. Operating budgets for the next 2 fiscal years were discussed and the significant items were:

      i.   Benefit costs keep increasing for faculty & staff and the university continues to absorb those costs in the budget

                          ii. There will be a 3% merit pool increase in the 2020-2021 fiscal year but none the following year (rolled into the next year since minimal)

                          iii.   A requested tuition increase of 3.95% was cut by the board of regents to a 2.6% increase

* 1. 2017-2023 University plan mid-cycle review is open for review/ideas…refer to the 11/14/2019 1:20pm email from Dr. Lisa Garza, Director of University Planning and Assessment
  2. Fall, 2019 enrollment count: 38,321 students and down by 1.1% from the Fall, 2018 semester

1. **NLF Workload Release Program applications**: Adjust to read “accept ALL applicants reviewed”
2. **Next Meeting and Events:**
   1. Fri 1/17/2019 9am-noon UAC 382 “Spring New NLF Orientation” session.  Facilitators: Natalie, Amy, Gloria, Kevin, Glynda & Jo Beth
   2. Fri 1/17/2019 1-3pm JCK880 and zoom: Next NLF Committee Meeting

* + **2017-2023 University plan mid-cycle review** update by Dr. Beth Wuest
    - The updated plan will be published soon and feedback is encouraged
    - Refer to a Thu 11/14/2019 @ 1:20pm email to all faculty & staff

**Review of NLF Workload Release Program Applications:** Motion made by Jo Beth to accept applicants reviewed for the Workload Release Program. Second by Kevin. MOTION: **PASSED.**

Adjournment at 3:23 pm

Respectfully Submitted,

Jo Beth Oestreich, Secretary

**Next meeting: January 17, 2020**