**Nontenure Line Faculty Committee**

Friday, March 22, 2024, 1-3pm

1. Meeting called to order by Committee Chair at 1:00pm.
2. Meeting Attendees:

Glynda Betros, Matthew Bower, Hannah Collazo, Rachel Davenport, Wendi David, Anurag Deb, Ellen Duchaine, Sandra Duke, Portia Gottschall, Matari Gunter, Susan Hall, Karla Hamelin, Selen Hatipkarasulu, Kevin Jetton, Ravi Jillapalli, Kim Lee, Ted Lehr, Brandon Lunk, Amy Meeks, Catherine Messinger, Kelly Mosel-Talavera, Suzy Okere, Joshua Paddison, Elvia Perrin, Eryn Pierdolla, Katie Salzmann, Dan Seed, Dan Smith, Jessica Smith, Austin Talley, Scott Vandenberg, Melissa Walston-Sanchez, Shelly Wernette

1. Minutes approval from last meeting.

• Motion made to approve minutes; No discussion; February meeting minutes approved

1. Old Business:
   * NLF Appreciation Reception report from Vice Chair – RR event on April 10th, more than 50 yes RSVPs
   * Chair Davenport will meet with the Provost on April 12 to talk about NLFC goals and projects, plus open a solid line of communication for future
   * New “Minors on Campus” training
     + Enrolled students don’t count as minors, so those teaching freshman/young students don’t need to worry about taking it. HR shared that all faculty required to take the training received an email directly from the SF Learning system to complete it.
   * Vice Chair position up for election/re-election
     + Current Vice Chair Jetton described position & duties
       - Assist chair with meeting agenda, review minutes, serve as back up for the chair, sounding board for new initiatives
       - New NLF faculty training, update/review content and materials, deliver the content/training in August
       - Events coordinator for two receptions (San Marcos and Round Rock, plus August new NLF workshop): sponsorship solicitation (internal and external), sponsor fulfillment and recognition, coordinate door prizes, save the date flyer and invitations, RSVPs/reminders/name badges coordination, catering (selection and fulfillment), space usage permissions and reservations, forms and approvals with GG/admin, onsite event management (setup, decorations, supplies, teardown), coordinate/lead Events Subcommittee
     + Please email Chair Davenport with interest in running & include a short blurb on why you’re interested in the position, why a good fit, and/or ideas/goals for next two years if any – deadline to email is April 12 by end of day
     + Vote will occur at next meeting in April (if absent, voting can occur by email before meeting – details will be provided in next agenda email)
   * Updates from the Leadership Best Practices Subcommittee
     + The subcommittee shared a summary of their meeting and posted it to our Canvas site, plus created modules with resources and ideas, and a discussion board, asking NLFC members to chime in with thoughts and feedback
     + They will meet again and update us further at the next NLFC meeting
2. New Business:
   * Part-time Teaching Awards (winners receive $1,000 award and certificate)
     + Need a recommended winner from each college - one member from each college will coordinate reviews/scoring/top selection:
       - AA: Sandra Duke
       - Bus: Kevin Jetton
       - Ed: Ellen Duchaine
       - FAC: Karla Hamelin
       - HP: Suzy Okere
       - LA: Amy Meeks
       - SE: Glynda Betros
   * Instructional Faculty Title Series
     + More money will be made available as needed, though they need more time to budget.
     + Next big event:
       - Due April 19 – we must formally notify our Chair/Director of our intention to transition and at which rank and submit materials, if any – this is unique to each academic unit. *(This date will be pushed back by Provost if raises not announced in time.)*
     + The university level NLF promotion policy will go out for review in March and hopefully be published in April.
       - This will focus on timeline, process, groups involved in promotion review, and candidate and committee responsibilities. Most of this information does not need to be repeated in department policies, so we can (and should) begin working on our own any time now
       - An email from Dr. Thorne was shared, describing what the departmental promotion policies should contain

Meeting adjourned at 3:00pm.

Save the dates:

* April 10, 2024 – Round Rock NLF Appreciation Reception, Avery 256, 11am-1pm
* April 19, 2024 – NLFC Zoom meeting 1-3pm
* August 20, 2024 – New NLF workshop 1:30-3:30pm in person, 6-8pm on Zoom