

**Committee on Non-Tenure-Track Faculty**

**Meeting Minutes**

Tuesday, April 24, 2:30-4:00pm

392 Lory Student Center

**Faculty Attending:** Natalie Ooi (Vice Chair), Matt Camper, Natalie Barnes, Tobin Magle, Patty Stutz-Tanenbaum, Steve Benoit, Joseph DiVerdi, Suellen Meltzer, Denise Apodaca

1. **MINUTES approved from** April 10, 2018

 Meeting called to order at 2:32 pm. Motion for approval: Joseph DiVerdi and second by Natalie Barnes

1. **CHAIR ANNOUNCEMENTS & UPDATES**

**a)** **Meeting Minutes**

Taken by Matt Camper Minutes May 1 assigned to Joseph DiVerdi

**b)** **Reminder for May 1 meeting: Visit from Matt Hickey, Zinta Byrne, and Gwen Gorzelsky on new course survey**

 No discussion

**c)** **Nominations for Chair and Vice Chair should be submitted prior to our May 1 meeting. We will vote at that meeting**

 Please email nominations to Jenny prior to May 1. Natalie Barnes Nominated Jenny Morse for chair and Steve Benoit for Vice Chair during the meeting

**d)** **Update from CoRSAF: They have drafted their changes to section E. 13 on promotion. It outlines which ranks can be promoted to which ranks and who can sit on the promotion committee (by rank not appointment type, so TT and NTT can be included as long as they hold the specified ranks). No other specifications about promotion were included, so departments and colleges (and potentially the provost) will have to outline what the requirements are for promotion in their fields. This choice mirrors the information in the manual about promotions for tenure-line faculty. Marie hoped to get the draft to Exec Committee for inclusion on the May agenda, but Jenny hasn’t heard whether that’s happened or not.**

 No discussion

**e)** **Update on future actions from Tim and Dan (emails on pg 3)**

 -Natalie Barnes and Natalie Ooi led a discussion around the question of how money will ultimately be funneled back to departments?

 -Discussion about the need for reminders for promotional salary from central that have been discussed previously with Dan Bush and Rick Miranda and this committee

1. **ACTION ITEMS / DISCUSSION**

**a) Finalize Steve’s doc outlining changes and get final copy posted to website and ready for distribution**

 -Discussion around CLA and salary piece for PhD students based on an email string between C.W. Miller and Mary Van Buren. Some confusion as to what percentage the CLA graduate students were at- 50% or more.

 -Natalie Ooi asked if CLA could opt to do a 3 year GTA and then give a 2 year contract to make the 5 years.

 -Joseph DiVerdi made a motion to table the CLA discussion on this point because we don’t have all the information needed to move forward. Natalie Barnes seconded

 -Joseph DiVerdi asked for a Title, Date and Authorship be added to the document before its release.

 -Patty Stutz-Tanenbaum suggested that the committee pay special attention to formatting and flow of the document in order to make sure that people can find/search things easily.

 -Natalie Ooi said there is some confusion in letter (E) around Professional development opportunities. What does professional development mean (sabbatical leave, conference attendance, else)? How is it funded (changes that just passed in faculty council indicate that it will be centrally funded)? Is it equal to tenure sabbatical? Further discussion on what equals sabbatic salary for tenured faculty. Suellen Meltzer suggested that some type of time frame be added (Leave Ok for 1 week, 2 weeks, etc.). The committee agreed that we need to have strong messaging around this.

 -Some discussion about other ways to disseminate information: invite to department meetings, leadership meetings, etc. Also need to widely distribute and discuss with others in the CSU population (staff, new hires and new hire orientations, students, etc.)

 -Steve Benoit will pull the document into word to clean up formatting and add the title/date/authorship as recommended above.

 -Motion to approve document with above edits was made by Patty Stutz-Tanenbaum. The second came from Joseph DiVerdi

**4) New members in attendance**

-The committee spent some time catching the new members up on some of the history of the committee’s work/documents so far. Spent time talking about title/rank etc.

 -Denise Apodaca recommending that we add current committee membership to our NTTF website. This would facilitate NTTF around the University to easily find their college rep.

**5) Adjourn move to adjourn at 3:50pm by Natalie Barnes and was seconded by Joseph DiVerdi**