

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

**Meeting Minutes**

1:10-1:50 p.m., Tuesday, January 17, 2017

392 Lory Student Center

**1) MINUTES APPROVED and ATTENDANCE**

* 1. CoNTTF Meeting Minutes – December 12, 2016
	2. Present today: Jenny Morse (CoNTTF Chair, Department of Management, College of Business), Patricia Stutz-Tanenbaum (Department of Occupational Therapy, College of Health and Human Sciences), Natalie Barnes (Department of Art and Art History, College of Liberal Arts), Joseph Diverdi (Department of Chemistry, College of Narural Sciences), Matt Camper (Department of Bioagricultural Sciences and pest Management (late arrival), Leslie Stone-Roy (Department of Biomedical Sciences, College of Veterinary Medicine and Biomedical Sciences)

**2) CHAIR ANNOUNCEMENTS & UPDATES**

a) Meeting Minutes: Steven Benoit. January 31 meeting room change **380 LSC,** minutes: Matt

Camper

b) Spring schedule – confirmation.

c) As soon as the Action Plan and final Faculty Manual edits are complete Jenny will get on the agenda for the CoTL, OcFC, CoRSAF, and Council of Deans to present.

**Action Items / Discussion**

a) Introduction of concern from INTO representative to CLA Adjunct Faculty Committee and whether NTTFs at INTO are included under the CoNTTF Action Plan. General assumption is that they are included but clarification is needed on salary exercise since their funding comes through differently. Jenny will check with Dan Bush on this issue and report back to the committee.

b) Since Steven Benoit and David Greene were not in attendance couldn’t confirm dates that all revisions to Faculty Manual will be ready. Provided all drafts for changes to Faculty Manual and the Action Plan are ready it may be possible for discussion by Faculty Council February 7th, otherwise the intent will be discussion March 7th, followed by a vote April 4th. Changes to both documents will be completed and attached to agenda for Faculty Council reps prior to the meeting.

c) Jenny Morse will make the previously discussed and approved edits on Action plan.

* Eliminate bullet six beginning “This appointment will be fully funded…”
* Change “shall” to “may” in first line of bullet eleven beginning “This appointment will be evaluated for promotion…”

d) Once the Action Plan edits are complete they can be distributed to constituents via the college committees. Jenny will send the final Action Plan as a pdf for distribution.

**Adjourned at 1:50 p.m.**

Minutes submitted by Natalie Barnes