

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

**Meeting Agenda**

Tuesday, August 21, 1:30-3:00pm

392 Lory Student Center

1. **MINUTES TO BE APPROVED**

a) CoNTTF Meeting Minutes – May 1, 2018 (p. 2)

1. **CHAIR ANNOUNCEMENTS & UPDATES**

a) Meeting Minutes: Tobin Magle Minutes Sep 4: Natalie Ooi

INTRODUCTIONS

b) Stuff that happened over the summer

1. **ACTION ITEMS / DISCUSSION**

a) New webmaster needed—**Patty willing to take on web thing, working group?**

b) Review of committee policies and plan for succession. Operating Procedures are available on pages V 19 and 20 of the Procedures Handbook: https://facultycouncil.colostate.edu/media/sites/43/2018/08/csu-faculty-council-procedures-handbook.pdf

c) Review of Natalie Ooi’s notes and teaching effectiveness docs (p. 3 and forwarded email)

d) Plans for the semester (list from our annual report)

* Create a record of grievances & issues brought to the CoNTTF and their outcomes
* Encourage NTTF voting representatives on all remaining Faculty Council Standing Committees:
  + - Committee on Faculty Governance
    - Committee on Libraries
    - Committee on Responsibilities and Standing of Academic Faculty
    - Committee on Scholarship, Research, & Graduate Education
    - Committee on University Programs
    - University Curriculum Committee
* Identify and report on voting rights for NTTF in departments and colleges
* Review contract language for compliance with HB1144 and protection of academic freedom
* Ask for an audit of the budget, particularly to investigate how NTTF are being paid
* Request that Institutional Research publish a report on NTTF salaries, titles, years at CSU, percent FTE, and other relevant information
* Review of Faculty appointments for appropriate classification, particularly for those in non student hourly or AP positions
* Audit department and college codes for compliance with the manual, review actual practices in departments for compliance with the manual

**4) Adjourn**



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

**Meeting Minutes**

Tuesday, May 1, 2:30-4:00 pm

392 Lory Student Center

Attendees: Denise Apodaca (College of Liberal Arts), Dan Baker (College of Engeering), Steven Benoit (College of Natural Sciences), Matt Camper (College of Agricultural Sciences), Joseph DiVerdi (College of Natural Sciences, at-large), Tobin Magle (Libraries), Susan Melzer (College of Agricultural Sciences), Jenny Morse (College of Business), Chair, Leslie Stone-Roy (College of VMBS), Patricia Stutz-Tanenbaum (College of Health and Human Sciences) and Mary Van Buren (College of Liberal Arts, TTF).

1. Call to order – Meeting called to order at 2:30 PM.
2. Minutes of April 24 were approved with no changes.
3. Chair Announcements, Updates & Discussion
4. Committee Annual Report in draft and will be circulated electronically for committee approval.
5. Committee elections for 2018-2019
6. Jenny Morse elected Chair
7. Steven Benoit elected Vice-Chair
8. Discussion of follow up to recent Faculty Council approval of CoRSAF and CoFG motions.
9. Presentation of LENS (Learning ENvironment Survey) was made by Matt Hickey, Jennifer Todd and Gwen Gorzalsky was received by the committee with discussion following.

7) Adjourn at 4:00 PM

Respectfully submitted,

Joseph DiVerdi

**Natalie Ooi’s notes on TILT Teaching Evaluation Tools Meeting**

**Developing and evaluating teaching effectiveness across campus**

**Where they are at:**

December 2017 changes to faculty manual regarding the need to better measure and evaluate teaching effectiveness are now expected to be in place for this upcoming academic year

* Departments no longer allowed to use the course survey as the sole measure of teaching effectiveness for this coming academic year
* Rather, it must involve substantive review of multiple sources of information
  + Lots of different measures to consider

**‘Toolbox’ of options for implementing and improving teaching effectiveness**

TILT are working on creating a ‘toolbox’ of options for departments to consider implementing to improve teaching effectiveness and to also make it easier to evaluate teaching effectiveness.

Some drafts of these ‘tools’ that were covered include:

* Framework for teaching effectiveness (see documents)
* Teaching annual evaluation template
* Teaching goal setting guide

Some overall comments/feedback provided by those in attendance on these draft documents:

* Diversity section of the framework needs to be further considered as right now, some of the bullet points (particularly the second) seem a little elementary in its aspirations
* Suggested that there be a way to ensure that the teaching annual evaluation template is more multi-year in focused and not solely a one year review (to thereby encourage and ensure that individuals are not just selecting easier goals from easier sections of the framework to achieve, but are making a holistic attempt to improve their teaching)
* Suggested that the measures of ‘exceeds expectations’ on the teaching evaluation be more focused on aspects within the control of an individual. Currently, many of the measures are external and make the assumption that we are all teaching in departments that value and reward teaching and create opportunities for those looking to improve their teaching
* Suggestions to maybe tie/include the goal setting and framework to the T and P or other promotional pathways (e.g. you need to set and attempt a goal from each of the sections of the framework before you go up for tenure)
* Minor wording suggestions were provided throughout the documents
* Overall feedback was very positive from the group