

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

**Meeting Minutes**

Tuesday, October 16, 1:30-3:00pm

380 Lory Student Center

**Attendees:** Jenny Morse, Natalie Ooi, Christine Pawliuk, Denise Apodaca, Sue Melzer, Steve Benoit, Dan Baker, Ashley Harvey, Patty Stutz-Tanenbaum, and Mary Van Buren

**1) MINUTES APPROVED** from CoNTTF meeting on Oct 2, 2018

**2) CHAIR ANNOUNCEMENTS**

a) Next meeting will be on Oct 30 in LSC 392; Dan Baker will take minutes

b) Update on Service and Promotion documents

* A vote on the promotion document scheduled for the October Faculty Council meeting was tabled as a courtesy, so that deans and department heads had more time to digest it.
* Jenny sent a draft of the service document with Natalie’s comment on it to Marie. Marie is planning to forward service document to Executive Committee to put on the Faculty Council agenda for November.
* Jenny communicated CoNTTF concerns regarding the promotion document to Marie and Tim.
* Committee members discussed administration’s commitment to providing funds for promotions. The issue with this is that the Provost gives money to the colleges and then it is distributed by deans to department heads, so the use of the money for NTTF promotions might be circumvented.

**3) ACTION ITEMS / DISCUSION**

The Committee discussed plans for the semester based on the list in CoNTTF’s annual report. Discussion and decisions are in regular font, and items on the he list are italicized.

* *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*

Committee members decided to defer this goal until next year since departmental codes are still in flux.

* *Review contract language for compliance with HB1144 and protection of academic freedom*

This task was assigned to Van Buren with help from Ooi.

* *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.*

Dan will ask IR for data from last September, this September, and then next year. Perhaps a standing report from IR can be provided annually that included FTE, time employed, rank, salary, promotion, etc.

* *Review of Faculty appointments for appropriate classification, particularly for those in non-student hourly or AP positions*

The Committee discussed the challenges of identifying people we want to represent who are incorrectly classified, as well as the issue of extension APs wanting to become faculty and concluded that these are two different issues.

The Committee decided do contact INTO (Pawliuk), COB (Morse), and Extension (Ooi) to learn about potential concerns

* *Audit department and college codes for compliance with the manual, review actual practices in departments for compliance with the manual.*

Committee decided to defer this goal until next year because department codes are in flux.

**4) ADJOURNED** at 3:05