

**Committee on Non-Tenure-Track Faculty  
Meeting minutes**  
Tuesday, September 5th, 2017 2:00 – 3:30pm  
392 Lory Student Center

Attendees: Jenny Morse, College of Business, CoNTTF chair; Dan Baker, College of Engineering; Steve Benoit, College of Natural Sciences; Natalie Barnes, College of Liberal Arts; Matt Camper, College of Agriculture; Joseph DiVerdi, At-Large; Natalie Ooi, CoNTTF vice-chair, Warner College of Natural Resources; Leslie Stone-Roy, CVMBS; Patty Stutz-Tanenbaum, College of Health & Human Sciences.

Absent: Tobin Magle, Libraries.

Guest: C.W. Miller, CVMBS.

Minutes: Steve Benoit

1. Call to order – Jenny Morse called the meeting to order at 2:08.
2. MINUTES APPROVED
   1. CoNTTF Meeting Minutes – August 22, 2017 – approved as amended to add Dan Baker; College of Engineering as attendee, and correct name of Warner College of Natural Resources.
3. ACTION ITEMS / DISCUSSION
   1. Jenny agreed last meeting to send out current version of the PowerPoint to the committee, so we can develop a consistent message for presentations to Colleges and Departments.
   2. The new chair of CoRSAF (Marie Legare) has contacted the committee and is ready to begin work on section E. They would like to meet soon (in the next week or two). Perhaps we invite them to attend the next meeting.
   3. Jenny has a list of faculty whose faculty credentials records available through I.R. are incomplete, potentially skewing reports on faculty terminal degree and rank status – individual administrative assistants for each department would need to update this data. This data would be make the FactBook more accurate and could be used in the discussion of the application of a Professor label for non-tenure-track faculty, many of whom have terminal degrees. Jenny will create an email template for requests to Departments to update this information for the people in their Department, and will send the list of faculty with incomplete information.
   4. Natalie Barnes mentioned that CSAL would like to foster activities related to campus equity week. Natalie is meeting Jeff Dodge and will give him an update. An upcoming art installation during the last week of October will highlight NTTF contributions at the University, and CSAL might like to have a reception in conjunction with that installation.
   5. Jenny asked for suggestions for our participation in Campus Equity Week at the end of October. A presentation or fora with current data, history of our efforts, current progress, and future plans was suggested.
   6. Jenny will send out the current proposals to Section E that went to CoRSAF.
   7. Joseph will add the AAUP response to the CoFG survey sent last April to the web site.
   8. Natalie Ooi moved to adjourn, Matt Camper seconded. Meeting adjourned at 3:15.