



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

Tuesday, February 18, 1:30-3:00pm  
390 LSC

**In Attendance:** Jenny Morse (chair), Natalie Ooi, Christine Pawliuk, Suellen Melzer, Leann Kaiser, Steve Benoit, Dan Baker

**1) MINUTES TO BE APPROVED**

- a) CoNTTF Meeting Minutes – Feb 4, 2020
  - i) Motion to approve: Dan Baker; Second: Steve Benoit

**2) CHAIR ANNOUNCEMENTS & UPDATES**

- a) Meeting Minutes 2/18: Leann; 3/10: Suellen
- b) NTTF Taskforce will attend CoNTTF March 10 meeting
  - i) CoNTTF members should re-read the taskforce documents (Jenny provided via email) and prepare any questions (send any in advance to Jenny).
- c) Adriana Kazar books to distribute and visit April 6 at 4pm with Maria Maisto (location TBD)
  - i) Books distributed to those in attendance. Extras taken to distribute around our colleges.
  - ii) Jenny will see if Jamie and Joseph would like a book
  - iii) Jenny will check if people can attend April 6 meeting via Zoom
- d) Feb. 20 | A Day in the Life of Non-Tenure Track Faculty, Denise Apodaca, Graduate School  
12:00 - 1:30 p.m. | LSC 380
- e) AAUP panel April 1<sup>st</sup> at 2 or 3pm (location TBD)
  - i) Steve is participating.
  - ii) Focus of meeting: What do we think are the continuing challenges for NTTTF regarding code policy changes and what are the broader issues NTTTF still face? Ideas generated by CoNTTF:
    - (1) Enforcement of new policies
    - (2) Mis-interpretation of broad guidelines and policies
    - (3) Education of HR staff, administrators, etc. on policies
    - (4) Having people with the knowledge participate in conversations where decisions are being made (i.e. CoNTTF members)
    - (5) Education of chairs, directors, deans etc. on how to evaluate NTTTF promotion dossiers
    - (6) General discussion on evaluating teaching, using the Teaching Effectiveness Framework from TILT, challenges using the TEF, etc.
- f) Update on motions
  - i) Section C and F motions approved by CoNTTF and sent to CoRSAF. Faculty Governance is now talking to CoRSAF about the motions.

- ii) Richard (CoRSAF) suggested the section E motions (professional development opportunities for NTTF) and section C motions (NTTF membership of Faculty Council) should not be on the same Faculty Council agenda. He suggested section E motions go up first (will know soon if this is on the March Faculty Council agenda). Then, have discussion on section C at another Faculty Council meeting.
- g) Update on funding for CoNTTF Chair
  - i) Jenny Morse will receive 2 months summer salary for her previous work as CoNTTF chair.
  - ii) Going forward, the CoNTTF chair will receive one month of summer salary in 2021 and 2022.
  - iii) During the 2020-2021 and 2021-2022 academic year, the chair will also have one course release (per academic year).
  - iv) Chair would not be eligible for these two years for a professional development course release.
  - v) After 2022, workload of the CoNTTF chair is assumed to be lower and will not be paid a summer salary or a course release. But, if documentation is completed showing the level of work and engagement of the chair, CoNTTF may be able to make a case for a continued summer salary and a course release.

3) **ACTION ITEMS / DISCUSSION**

- a) Award draft
  - i) Award revisions suggestions made. Leann will send out the new version to CoNTTF
- b) Goal setting

4) **Adjourn:** 3:00 pm