



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

Tuesday, March 30, 1:30-3:00pm

Zoom

Jenny Morse (chair), Steve Benoit, Joseph DiVerdi, Leann Kaiser, Christine Pawliuk, Natalie Ooi, Leslie Stone-Roy, Suellen Melzer, Pinar Omur-Ozbek, Mary Van Buren

**1) MINUTES TO BE APPROVED**

a) CoNTTF Meeting Minutes – Mar 16, 2021

Motion to Approve: Joseph DiVerdi    Seconded: Leslie Stone-Roy    Approved unanimously

**2) CHAIR ANNOUNCEMENTS & UPDATES**

a) Meeting Minutes: Suellen Melzer                      April 20: Natalie Ooi

b) CoTL rep

- Jenny currently sits on this committee but can no longer make meetings
- Meetings are Mondays at 4:00
- Let Jenny know if interested in representing on this committee

**3) ACTION ITEMS / DISCUSSION**

a) CCAF Task Force meeting last week?

- A lot of Q&A
- Mary felt censored- like some questions were not addressed that were asked several ways
- Jenny: Why does the task force exist? They are answering a lot of questions that CoNTTF should be answering. It seems like CoNTTF has been set aside.
- Joseph is very interested in the feedback
  - It is not the task of the task force to change the faculty manual in terms of contract continuing... it's their job to figure out how it can be operational. If this needs to be changed, then this needs to go back to CoNTTF
- Mary: has the task force looked at the nature of the contracts and letters going out?  
Joseph: Yes, they acknowledge that contract letters need to be looked at, but still seems to be confusion about nature of contract itself.

b) Break out rooms for letter writing @ 2:00

i) Letter 1: Pinar, Leanne, Joseph :: Letter to Executive Committee about contracts—renewal? Status? Need #s. Request for them to investigate

- Jenny: This letter is to request to executive council to investigate how contracts are used, if they are renewed, etc. We are requesting this information from the Executive committee because they should be able to get that information to share sooner.
- Mary: this is something that the Task Force said they would do. We do not want to duplicate.
- Joseph: Concerned about methodologies and data quality; the provost office does not have the data, HR does
- Jenny: we should also request that results of investigation be communicated back to task force and CoNTTF

- Letter 2: Leslie, Steve, Christine :: Letter to Provost, Vice Provost, Kelly Long about resources, orientation, mentoring, contract/continuing support
  - Necessity of ensuring that people have what they need to do their job
  - We continue to hear that contract and continuing appoints are left out of the processes available for other faculty appointments
- Letter 3: Natalie, Suellen, Mary :: Letter to Executive Committee about Honors Representation
  - How the honors college should be represented
  - What is this college and where should it be represented in shared governance?

Reconvene from breakout rooms at 2:34

- Drafts of letters will be sent to Jenny and she will go through them next week and then send them all to all of us for approval before sending out.
- Jenny asked CoTL is writing a letter of support for our Section C motion
- Update on INTO
  - Jenny: according to Meghan, Kathleen had been in touch with INTO and INTO faculty are more satisfied with the current flow of information. Meghan thought they had some productive conversations.

**4) Adjourn 2:40**