



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

Tuesday, February 7, 2023, 1:00-2:00pm

Attendees: Jenny Morse, Olivia Arnold, Pinar Omur-Ozbek, Mary Van Buren, Margaret Miller, Ann Hess, Joseph DiVerdi, Scott Wiebenson, Sean Bryan, Kendall Stephenson, Layla Malander, Ryan Brooks

Not in attendance: Jennifer Reinke

Minutes: Ryan Brooks

1) MINUTES TO BE APPROVED

- a) CoNTTF Meeting Minutes – January 24th
 - i) Approved unanimously at 1:05pm (per correction of Scott’s last name to “Wiebenson”)
 - ii) Minutes next week: Sean Bryan

2) ACTION ITEMS / DISCUSSION

- (1) Service Audit
 - (a) Jenny put the questions we talked about into categories. Template was pulled up to review and verify if any changes need to be made
 - (b) “Code signed” was in last audit but ensuring it is official
 - (c) Jenny: Currently no service expectations in Faculty Manual for Senior or Master Instructor – leads to whether the code addresses service at all ranks
 - (d) Scott: Do we have a Department that is a good example to start with? Jenny: Not really, we won’t know until we start evaluating
 - (e) Goal in final report is to compile best practices across various Departments
 - (f) Joseph: We can adjust size of cells/spaces as needed and members can take liberty with space for comments.
 - (g) Jenny: We don’t need to re-write every section, can say “See above”
 - (h) Jenny: Faculty Manual says that service should be compensated and states that it can be in the form of a course release every fifth semester though not aware of that trickling down to any Dept Codes.
 - (i) Mary: Anthro has point system to quantify service though not sure it is actually in code. Ryan stated a similar system with Animal Sciences. Jenny: It would still be good to have this information as we compile final report.
 - (j) Ann: Suggests putting section numbers with code findings to make it easier for others to reference (within reason). Also asked about finding Dept Codes on the internet. All Dept Codes can be found on the Provost’s website and should be up-to-date. We can contact someone in a specific Department if we have questions.
 - (k) Jenny: Copy/Paste template into College sheets is last piece of initial setup. Over the next two weeks we should try to get our five Departments entered into the

spreadsheet. Goal is to get all codes reviewed in that time frame though understandable if only a few are entered.

- (2) C2.1.3.1 on Faculty Council Agenda
 - (a) Jenny: CoNTTF (over last two years) has pushed to include representation on Faculty Council for those without a home Department. Letters have been written to the Provost and others. Proposal on Faculty Council Agenda this evening to elect a representative that serves in that role. This is an accomplishment of CoNTTF.
 - (b) Layla: Discussed role of PLACE and wondered why not included. Others stated the current language was not exclusive.
- (3) CCAF Task Force Report
 - (a) Jenny: Post-pone CCAF Task Force Report to next meeting as Christine will discuss at that time. In discussion with Christine, we should figure out how to sense the temperature of Faculty Council and potential objections on the issues in the report such as removing continuing appointments, teaching tenure, how hard should it be to go up for promotion (to Senior or Master), should that change in rank come with a contract, etc. Take momentum from current task force report and keep moving forward.
- (4) Contract Bill Action Steps
 - (a) Committee members are encouraged to write to Senator Bridges and Senator Baisley if feeling inspired to send input and suggestions.
- (5) Reminded everyone to review codes and read the task force report. At next meeting we will do introductions with Margaret on board.

Meeting adjourned at 2:03 PM.