



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

Tuesday, November 15, 2022, 1:15-2:15 pm

**Attendees:** Jenny Morse, Ryan Brooks, Scott Wiebensohn, Olivia Arnold, Ethan Billingsley, Kendall Stephenson, Jennifer Reinke, Pinar Omur-Ozbek, and Tom Conway

**Minutes:** Scott Wiebensohn

**1. MINUTES TO BE APPROVED**

- a. CoNTTF Meeting Minutes – November 1
  - i. Minutes approved with minor spelling corrections.
  - ii. 2 more scheduled meetings Nov 29<sup>th</sup> & Dec 13<sup>th</sup>
  - iii. Discussion followed as to when the last meeting would be, where and in what format
  - iv. A poll may be sent to determine

**2. CHAIR ANNOUNCEMENTS & UPDATES**

- a. Scheduling for Spring
- b. Olivia will send a Doodle poll to confirm the day/time for meetings for Spring
- c. Blended format (online vs. in-person vs. hybrid) was discussed
- d. Every other week online and hybrid starting on Jan 17<sup>th</sup>

**3. ACTION ITEMS / DISCUSSION**

- 1. Service audit
  - a. Jenny is on the Allies and Advocates \_\_\_\_ Grant/Team and
  - b. More equity in processes
  - c. How service is handled in workload/evaluation in department code?
    - i. Voting rights report written last year
      - 1. This was further explained for those new to CoNTTF
    - ii. An idea to audit and review all department codes around service (Jenny asked if we should consider this project)
      - 1. Pros and Cons were discussed
      - 2. Discussion followed about how service is defined
      - 3. There are several groups interested in this topic
      - 4. We want to lift the voice of NTTF
      - 5. Current hot topic in CLA
      - 6. Timeline of this was discussed
      - 7. CoNTTF can have a serious impact if we were to assist with this audit
      - 8. Jenny and Olivia will initiate an organized brainstorming document
  - iii.

2. Website
  - a. What should be there?
    - i. Mary shared - Definition of each appointment (Contract vs. Continuing vs. Adjunct)
      1. Link to PowerPoint/flyer
    - ii. Mary shared - Definition of rank
    - iii. Ryan shared – An idea around NTTF On-boarding
    - iv. Jenny shared – Who you should contact and when and why
    - v. Scott shared – He will investigate other NTTF peer websites and see if their offerings have valuable resources that we could recreate
    - vi. Ryan shared – We should reconsider how long we keep dated information on the website or how we represent it
    - vii. Scott will update three things mentioned in the meeting
  - b. How should it be organized?
    - i. At the beginning of each semester, CoNTTF will email [nttf@colostate.edu](mailto:nttf@colostate.edu) for a 'Hello' and here are our current resources
3. Salary
  - a. AAUP members have talked to the Provost
  - b. How can we support NTTF around the conversation of salary?
  - c. Make sure we are a part of the conversation.
  - d. Invite AAUP representative to explain their research on how they came to \$70k
  - e. We can always invite CSU Leadership, maybe the current Budget Officer
  - f. Ryan stated that this topic has merit for a further discussion

**Meeting adjourned at 2:16pm**