



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

Tuesday, March 21, 1-2pm

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

Not in attendance: Margaret Miller, Jennifer Reinke

1) MINUTES TO BE APPROVED

- a) CoNTTF Meeting Minutes – March 7 (p. 2-3)
[Unanimously approved.](#)

2) CHAIR ANNOUNCEMENTS & UPDATES

- a) Meeting Minutes: Pinar Omur-Ozbek Minutes April 4 in LSC 300: Jen Reinke
- b) [Ellen Kress, Nick Anoly, Joann McCarthy and Umash from AAUP Nationals visited.](#)
[To become a member please visit: aaup.org/membership.](#) There is a membership fee. The goal is to build power and get things done with us for us. Collective bargaining (unionizing) was a significant effort that got cut out, but there is a 2-5 yr. plan to create grassroots efforts to go for it again. Public service loan forgiveness bill was passed, we can count adjunct hours back until 2007. The next achievement will be increasing contract duration from 3 to 5 years. It is at the last stage and is expected to go forward without issues. AAUP has monthly member meeting (open to everyone) at Avo's Bar (605 S Mason St) on April 6th at 4-5 pm. Ellen's info: ekress@aaup.org, 541-600-5831.
- c) Elections: We need to have the elections before the end of the semester for chair and vice chair, and webmaster.

3) ACTION ITEMS / DISCUSSION

- (1) CoNTTF Website review
[Scott is open for suggestions.](#)
[Action item for the members: check the info on the website that relates to college NTTF committees.](#)
Faculty council meeting minutes are linked if related, however they are long documents, shall we extract the pages that relate to our actions? We may go this route, also we may link to the Faculty Manual for the updated sections.
For the website it would be good to have a home page with a description of the committee rather than the appointment types.
Highlight the link to the NTTF e-mail.
Add the appointment types under additional resources, and link the FAQ under it. It is better to have FAQs linked under a few places.
The website was originally designed to archive info (agendas, meeting minutes, reports, etc.) and evolved to be a resource for NTTF.

Action item for the members: What can we add to make it more useful for NTTFs looking for general info?

Add CCAF and NTTF description under FAQs.

We may also add the keyword “CCAF” for the people who may not be familiar with the term NTTF as the university mainly uses the other term.

Fix the “recent” news section, either delete or rename.

(2) Ryan’s Service calculator

Based on the teaching load framework, Ryan created the service load excel spreadsheet.

Includes input on committee type (university, college, department, etc), hours spend during and outside of meetings, it calculates a number for the load per faculty.

Ryan would like to get feedback on the criteria and weights.

Action item for the members: Please take a look at it and be prepared to give feedback at the next meeting.

We would like to include it in our next report.

(3) Service Audit Report – Draft to be completed before the next meeting

(a) Rough draft

(i) Summary of findings

Action item for the members: Enter the summary of findings for the codes members evaluated, Jenny will create and share a document for us to fill in.

(ii) Recommendations

1. Definitions of service

Action item for the members: Find a good definition and add to document mentioned above.

2. Best code examples

Action item for the members: Extract and paste the best/good code examples for service. If there were none, share your ideas for how it should be defined and explained in a code.

3. Best evaluation examples

(iii) Action items

1. i.e., Tell College of Business that Master Instructor can’t have the heaviest service requirement

Action item for the members: Identify what could be suggested to departments specifically and add to the document.