**Minutes**

Nontenure Line Faculty Committee

January 17, 2020

1:00 – 3:00 pm, JCK 880

**Members in attendance**: Natalie Ceballos, Kevin Jetton, Amy Meeks, Glynda Betros, Sandra Duke, Dan Smith, Susan Holtz, Shawn Camp, Amanda Scott, Matthew Bower, Kay Newling, Tom Varacalli, Renee Wendel, Dale Blasingame, and Maureen Smith.

**Welcome:** Chair Natalie Ceballos called the meeting to order at approximately 1:00pm

**Approval of November 15, 2020 meeting Minutes** (no revisions noted)

**Updates and Announcements:**

1. NLF New Faculty Orientation Session Friday 1/17/2020
   1. Had around 4-6 attendees and there was initial confusion on the room # and the time for the session
   2. Session facilitators included Natalie, Jo Beth, Amy and Kevin
   3. Good feedback and interaction was experienced by all in attendance
2. LMS transition: Canvas (**Kevin**)
   1. Some exceptions to the original policy of Canvas ONLY for new faculty are being made allowing them to still use TRACS
   2. Live training sessions will begin this semester and have already been scheduled/communicated to the faculty
   3. Kay reported issues with the Attendance tool and the use of Examinity in Canvas. After the meeting, the Attendance tool issue was resolved, but Examinity has contractual issues being linked to 2 different LMS’s and the university is hoping to resolve soon
3. NLF reception updates, RR Spring 2020 and Fall 2020 (**Kevin**)
   1. Kevin prepared/handed-out a status report and recapped the efforts of last fall
   2. **Round Rock Spring 2020:**
      1. Planning a mid-day (11am-1pm) light-lunch event for **Wed 4/15/2020**
      2. It was agreed to have a running slide-show and no formal program
      3. Suzy & Renee provided additional insight on location, contacts and the need to schedule university facilities management to deliver tables and chairs to RR by Materials Management. They will also poll the clinical faculty to get a better idea of estimated attendance
      4. Planned food items: non-alcoholic beverages, light lunch/finger foods, dessert table (Kevin will review the Dagar’s catering menu and work up a draft order)
      5. We have enough $ in the NLF budget to cover the cost of this added event
      6. Kevin will reach out to the Health Professions Deans office (admin Margie Rodriguez) about event coordination, and plan a visit to Willow Hall soon to research logistics, room layout, access and more
   3. **Main Campus Fall 2020 Reception:**
      1. All approved for Thu 10/15/2020 4-6pm
      2. Next steps will be the Alcoholic Beverage Policy form, AP-12 and a draft catering order let alone the other sponsor/attendee items noted on the
4. Faculty Development Book Club (**Amy**)
   1. Planned book is “The Courage to Teach” by Parker J. Palmer
   2. Meetings: every 3 weeks starting on 1/30/2020 3:30-5pm in Encino 232 (zoom room)
   3. The plan is that the faculty development office will purchase copies of the book and requested a donation from our NLF committee too. Everyone that signs up and attends the 1st meeting will receive a FREE copy of the book.
   4. The sign-up form is “coming soon” and is being promoted to NLF only
   5. **MOTION:** Made by Kevin and seconded by Amy to approve $300 from the NLF budget as a donation to this cause to help purchase approximately 20 copies of the book at roughly $20 each. The motion **PASSED.**

**Presentation of Career Plan Proposal Draft & Discussion (Natalie)**

* Natalie provided 2 handouts and walked us through the content:
  + Summary of Results for Instructional Career Path Proposal which focused the 75% or more NLF’ers and the statistics were split between Lecturers and Senior Lectures
  + DRAFT “Instructional Faculty Appointments” PPS
* Comments from the group included:
  + There were tons of excellent and clearly stated statistical findings
  + The opened ended questions had insightful comments and were showcased well
* Regarding the Draft “Instructional Faculty Appointments” PPS document
  + Comments and suggestions were made for the “promotion-eligible NLF” and the conversion at election to declare “promotion-eligible” new career path
* Conclusions: “Both quantitative data and qualitative responses strongly suggested that the majority of lectures and senior lecturers recognize and want an improved career path for NLF at Texas State”
* Everyone LOVED and greatly appreciated the efforts that Natalie did over the Holiday break to prepare the 2 documents and will incorporate the few suggestions/changes made during the meeting and research “next steps”

**Around the Table: No additional items were raised**

**Adjournment at 2:50pm**

Respectfully Submitted,  
Kevin Jetton (substitute Secretary)

**Next meeting: Friday, February 21, 2020 1-3pm JCK880 and via Zoom**