**Non-tenure Line Faculty Committee**

**Minutes**

**Friday, June 19, 2020**

**1:00-3:00 pm**

**Zoom**

**Address here: 766 435 7831 (password: brahms)**

**Members Present:** Lynn Ledbetter, Glynda Betros, Kristine Toma, Sandra Duke, , Amy Meeks, Wendi David, Kay Newling, Shannon Duffy, Thomas Varacalli, Daniel King, Suzanna Okere, Reenie Smith, Thomas V, Dan Smith, Susan Holtz, Matari Gunter, Gloria Velasquez, Scott Vandenberg, Shawn Camp, and Jo Beth Oestreich. Also attending: Valerie Anderson.

**Welcome**: Chair Ledbetter. Meeting began at 1:02 pm

**Approval of April 17, 2020 minutes**

**Old Business:**

* Update on NLF Career Path Proposal: A Zoom meeting of the sub-committee on this proposal was held with Dr. Thorne on May 7, 2020. Dr. Thorne requested a few revisions and requested to meet again on June 18 to discuss these revisions. The committee met on June 18 and Dr. Thorne stated her support of the plan as it met the university ideals of affirming, recognizing and commitment to Texas State’s One Faculty expectations. Dr. Thorne will submit the proposal to the Provost and President for their review. There is no time limit on when the proposal will receive comment by the Provost or President, but Dr. Thorne will keep in communication with the NLF committee to keep this proposal on track for review---and ultimately, implement the policy, including a timeline to transition. Additionally, the committee would like to see NLF have the ability to serve as a Chair of a thesis, etc., for future inclusion in this policy. Chair Ledbetter reiterated Dr. Thorne’s support of the program and the uplifting aspect for faculty morale with this proposal.
* **Part-time Teaching Awards Recipients**:

*Faculty Senate has approved the 2020 Part-Time Faculty Excellence in Teaching Awards, as recommended by the Nontenure Line Faculty Committee. The awardees are:*

College of Education: **Alison Hock, Curriculum and Instruction**

College of Applied Arts: **Pat Gibson, OWLS**

College of Fine Arts & Comm: **Courtney Cone, Art and Design**

College of Liberal Arts: **Ken Karrer, History**

* **Fall Reception**: Update from Kevin: The Fall Reception is tentatively scheduled for **Thursday, October 15, 2020 from 4:00 – 6:00 pm in the Alkek Library Wittliff** **Gallery**. The room is reserved; alcoholic beverage policy is ‘still in progress’; and, Kevin has not visited with Dagar’s catering company. Kevin recommends not to request any internal support due to the current budget crisis.

After hearing Kevin’s report for the Reception, the committee requested to defer the Reception to March 25, 2021. A Motion was made by Matari Gunter to move the Reception to spring, 2021. **Second** by Reenie Smith. Motion: **PASSED.**

**New Business:**

**Fall orientation:** Fall Orientation Dates: **Wednesday, August 19, 2020 9:00 – 11:00 am and the second session beginning at 6:00-8:00 pm**. We will consider presenting using Zoom, and the committee will consider recording one of the presentations (and/or create a webinar format or other type of on-line delivery).

**NLF Workshops**: We need to contact Candace Hastings to offer workshops for NLF, i.e. Canvas Coffee Club (mentoring colleagues on the new LMS), Book Club, etc., for the coming 2020-2021 academic year.

**Update on COVID-19:** The university has generated [The Roadmap to Return](https://www.txstate.edu/coronavirus/road-map.html) related to the university’s Covid Response. In one of the Roadmaps presented by the President includes 10th Guiding Principles, for Health Safety and Wellness, item #2: classroom seats will be labeled Gold and Maroon tags, related to when students are on campus. Everyone will need to wear masks. Amy suggested positive incentives to reward students wearing masks, i.e. gift cards,

* **Impact on NLF:** This will require faculty extra work to assign seats for tracing if there is a problem (especially for large/theatre style classes) and wearing masks. There is potential to revert to instruction on-line as done during the spring of 2020. Many NLF desire to craft a response related to the Roadmap. Kay raised a concern about workload for NLF throughout the university, and Lynn shared a reduction of research opportunities for TT faculty. Most TT faculty throughout the university will be required a higher workload. Lynn encouraged us to be vigilant and be an advocate for our NLF---especially related to any additional cuts within the various departments.
* **Impact on University:** Guidelines will be tested. Summer II will be an opportunity to determine the path for fall. In consultation with Texas State University System and the Governor, have guided rules for how instruction will occur, including and not limited to everyone wearing masks. Information from the Covid work groups, June 22 is a review how Summer II will proceed and August 1 for fall 2020, related to F2F or on-line. Chair Ledbetter shared examples of other university systems guidelines for F2F to include, 30 minutes between classes, a 45-minute break during the afternoon, etc. Dr. Carranco from Health and Safety is charged with structuring the university position on how Texas State will respond to sanitizing classrooms, wearing face masks, space between students, etc.
* **Guidelines:** Refer to the Roadmap guidelines for Faculty and for Students available on our main web page.

**NLF Membership:** The current list is available in our NLF TRACS site in the [Committee Membership folder](https://tracs.txstate.edu/portal/site/a05749bb-41ce-4483-a460-03f555f21d23/tool/2bb1fa93-1148-4024-815e-1e6965668629?panel=Main).

**Canvas:** We need to create a Canvas site (migrate information from TRACS to Canvas) for future use.

**Meeting Adjourned at: 3:00 pm**

**Next Meeting: July 10, 2020, 1:00 – 3:00 pm**

Respectfully submitted,

Jo Beth Oestreich

Secretary