

NTTI Committee Meeting
November 6, 2018
Strong Hall 202 1400

Attendance: Crystal McAlvin, Laurie Knox, Anne Ho, William Jennings, Christopher Craig, Jennifer Tourville

Crystal Brickley called meeting to order at 1405. Updates given from each committee member:

Crystal: Laurie and Crystal met with Michelle Kwon and discussed the comments from John Zomchick and General Council regarding the revisions to FH Chapter 4. A meeting will be set up with Frank Lancaster to discuss concerns and answer questions. Committee questions regarding Elements were discussed with Misty Anderson and will be taken to the Executive Council meeting.

Laurie: Gave overview of activities that usually occur during Executive Council meetings. Concerns of the time required for entering information into Elements were expressed. Laurie discussed the potential benefits of Elements for NTT faculty. Laurie explained the MFE, FH, and the relationship between them to newer committee members. Laurie will be going to 2 conferences next month.

Chris: Expressed concern regarding the importance of including best practices within the MFE and the need to have written by the time the FH changes are implemented.

William: Would like to meet with the small group to further work on the Teaching criteria and expectations required for promotion and documents to be included in dossier.

Anne Ho: Attended the College of Arts and Science Lecturer Promotion workshop. 1) someone asked what the University's instructional mission is, which is language currently in the MFE. There was no answer for this question. This was unclear and not defined. 2) use of grade distributions for evaluations was discussed. Some thought this was used at the College and University level and other thought this was reviewed at department level. Laurie also attended one of these workshops and discussed bias and lack of validity of student evaluation questionnaires. Laurie was told at the workshop that the cover letter can be used to address concerns of bias regarding grade distributions or student evaluations. However, the cover letter is optional.

The group reviewed the MFE chapter 6. Chris has made recommended several changes within the document, some of which was pulled from the TT faculty section of the MFE. 6B, Promotion Process, was reviewed and also parallels the TT faculty section. "The candidate's cover letter offering context and greater clarity to help evaluators at every level understand the listed

contributions of the candidate” was added as the first required document for dossier. Followed by CV then “Asterisked items listed in appendix XX...” Discussion moved to whether items in Appendix XX should be required, recommended, or additional. Possible language drafted by Chris and added into the end of section 3 of 6B. Laurie added into Teaching, Research/Professional Development, and Service sections. The MFE TT Faculty research requirements were pulled into the committee MFE document as a placeholder.

The committee needs to complete sections for Appendix XX specific to Teaching, Research/Professional Development, and Service. These documents have been started and need to be reviewed/revise. Assignments for each small group (Teaching, Research/Professional Development, and Service) will be to write in the items needed for each section and separate into “required (if any)” or “other indicators.” Each group is to bring the item lists to the next meeting for review by the NTTI committee. Laurie thought it might be good to have a narrative at the beginning of the sections, especially Service.

Laurie would like to write into the procedures a specific time period for review due to rapid changes taking place for NTT faculty. It was thought by the group that this would probably not be possible.

The group discussed a possible meeting during the week of December 10-14. Crystal will send an email to the committee to obtain availability. If there is little availability, she will send out another option for the first week of January.

Meeting adjourned at 1523