

NTID Faculty Congress NFC Meeting Minutes
December 5, 2017
12 – 1:30 pm, SDC-2102

Chair: Jessica Trussell
Vice-Chair: Edward Mineck
Communications Officer: Austin Gehret

Attending: Joseph Bochner, Catherine Clark, Tao Eng, Austin Gehret, Jennifer Gravitz, Marcus Holmes, Adriana Kulakowski, Edward Mineck, Camille Ouellette, Mark Rosica, Jessica Trussell

Absent: Kim Kurz

Notetaker: Firoza Kavanagh

Agenda Item	Discussion / Status	Action Items
1. Review Minutes	<ul style="list-style-type: none"> • Vote to accept prior meeting Nov 28th Minutes: Austin – motion to accept Cathy – second Approved 	
2. Final review of by-law revisions	<ul style="list-style-type: none"> • Proposed amendments and discussions regarding following sections: <ol style="list-style-type: none"> 1. PURPOSE <ol style="list-style-type: none"> a. << no changes >> 2. COMPOSITION <ol style="list-style-type: none"> a. ‘Faculty’ definition – for use in by-laws b. Membership definition – fine-tuned c. Member Departments – Electing At-Large member 3. TERMS OF SERVICE <ol style="list-style-type: none"> a. NFC Representatives – fine-tuned b. Consecutive terms exigency for new Rep who replaced an existing Rep due to unique situation such as retirement – to be addressed at a later time 4. EXECUTIVE COMMITTEE <ol style="list-style-type: none"> a. Other Officers – added b. University Council Rep – fine-tuned c. Communications Officer Duties – fine-tuned d. Meeting Scheduling – moved from Election to Duties section e. Special Meeting Scheduling – moved from Election to Duties f. Consultant /Advisor Invitations – added g. Executive Committee as Resource – added 	<p>Jessica –</p> <ol style="list-style-type: none"> a. incorporate discussed edits; clean up numbering; change ‘he/she’ to ‘them/their’ in final proposed by-laws. b. Post 2005 by-laws, proposed by-laws, and member list to NFC website c. Contact Lin Hoke to send out email to faculty this Thurs with website link. <p>[Status:]</p> <p>Executive Committee –</p> <ol style="list-style-type: none"> a. develop Summary statement describing by-law updates – history, why and what. d. present proposed by-laws at dept meetings; contact dept chairs to schedule. e. bring new 2175 Reps up-to-speed – <p>[Status:]</p> <p>NFC –</p>

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	<p>5. MEETINGS OF THE NFC a. NFC Visitors – fine-tuned</p> <p>6. MINUTES AND REPORTS TO FACULTY a. << no changes >></p> <p>7. AMENDMENTS OF THE BY-LAWS a. << no changes >></p> <p>• Vote to bring proposed by-laws to Depts for review and feedback: Joe – motion to accept Jenn – second Approved</p> <p>• Next steps and related discussions:</p> <ol style="list-style-type: none"> 1. Email any other clerical errors you may have noticed in the by-laws, to Jessica this week. 2. Post <i>2005 By-Laws</i> and final proposed <i>2017 By-Laws</i> to NFC webpage: ntid.rit.edu/committees/nfc (December) 3. Chair? proposed by-laws at each dept (Dec/Jan) – draft script: <ol style="list-style-type: none"> a. Summary statement describing history of by-laws and proposed updates b. ‘Voting Faculty’ – RIT currently defines as tenured, tenure-track, principal lecturers, senior lecturers. NTID is obligated to abide by RIT’s guidelines. ‘Voting Faculty’ issue is currently on RIT’s Faculty Affairs committee agenda for discussion. c. In response to confusion over past few years, NFC is referring back to the last approved 2005 by-laws setup per Academic Senate. d. All faculty (including Lecturers) are represented by their department representative e. Depts have 4 weeks minimum (goal, not deadline) to discuss and provide feedback to the representative. f. Each dept’s NFC Rep brings their dept’s feedback to NFC and votes based on their understanding of their dept’s feedback. 	<p>a. Email any other clerical errors you may have noticed in the by-laws, to Jessica this week.</p> <p>b. Inform your dept chair that NFC wants 15-20min at your dept meeting to discuss NFC by-laws</p> <p>[Status:]</p>

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3. Spring semester membership	<ul style="list-style-type: none"> • Spring 2175 Changes in Reps: <ol style="list-style-type: none"> 1. Joe Bochner reported that Patti Durr will replace him –Joe will bring Patti up-to-speed 2. Jennifer Gravitz will continue as the LAS representative. 3. Kim Kurz will continue if NFC meeting schedule can be changed to accommodate her teaching schedule 	
4. Final exam week	<ul style="list-style-type: none"> • Can Final Exam week scheduling changes policy be clarified to maintain consistency across NTID departments? NFC can request AVPAA Gary Behm to follow-up with Dept Chairs Share with Gary what protocol each of our depts. follows 	<p>Executive Committee –</p> <ol style="list-style-type: none"> a. Review Provost’s final exam policy b. Inform Gary <p>[Status:]</p>
Next Meeting	<ul style="list-style-type: none"> • Tue Dec 12, 19, 26, Jan 2 – no NFC meeting • Vote for Executive Committee to meet to prepare for upcoming steps – Jennifer – motion to accept Mark – second Approved • Tue Jan 9 – biweekly meetings begin: <ol style="list-style-type: none"> a. Agenda will be posted on NFC website b. Discuss possible change to NFC meeting schedule c. Contact NFC administrator Katie Schmitz to obtain new business d. Clinical Faculty – teaching positions? Provost received several recommendations from “The Future of Faculty “ committee report. e. Missing captioning – Provost had statement; Carol Marcetti will bring up at next Academic Senate meeting 	<p>Executive Committee –</p> <ol style="list-style-type: none"> a. contact Katie Schmitz to see if there is any new business. b. Review Provost Policy c. Send google/doodle poll re availability for meeting times d. Post 2175 meeting schedule and agenda on NFC website <p>[Status:]</p>

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