

**NTID Faculty Congress NFC Meeting Minutes**  
**March 26, 2019**  
**12 – 1:30 pm, SDC-2102**

**Chair: Jessica Trussell**  
**Vice-Chair: Mark Rosica**  
**Communications Officer: Austin Gehret**

**Attending:** Jessica Trussell Mark Rosica, Austin Gehret, Adriana Kulakowski, Catherine Clark, Tao Eng, Sandra Bradley, Edward Mineck, Marcus Holmes

**Absent:** Jennifer Gravitz, Patti Durr

**Notetaker:** Austin Gehret

Agenda Item	Discussion / Status	Action Items
1. Announcements	<ul style="list-style-type: none"> <li>● Announcements: n/a</li> </ul>	
2. Review previous meeting Minutes	<ul style="list-style-type: none"> <li>● Review of 3/19/19 minutes: CEOCA report was clarified to be a priority as identified last year by faculty, not an issue raised during the current academic year.</li> <li>● Vote on 3/19/19 Minutes:               <ul style="list-style-type: none"> <li>● Motion: Mark</li> <li>● Second: Austin</li> <li>● Approved: 6</li> <li>● Abstentions: 3</li> </ul> </li> </ul>	
3. Communication Task-force Charge-response from administration	<ul style="list-style-type: none"> <li>● Executive committee gave an update on the revisions to the task force charge accepted by the administration.</li> <li>● Administration has a desire not to excuse old faculty from the new revisions to the policy.               <ul style="list-style-type: none"> <li>○ Letter of hire determines tenure guidelines.</li> <li>○ More to come when we hear from administration.</li> </ul> </li> </ul>	
4. Communications Officer vacancy for AY19-20	<ul style="list-style-type: none"> <li>● Executive committee gauged interest among the group again.</li> <li>● Firoza might be a consideration again if we can't find a replacement, but unlikely given her own workload.</li> <li>● Without a communications officer, we have no record for meetings.</li> <li>● Maybe ask administration for a rep from the office.</li> </ul>	
5. Workload survey preview continued	<ul style="list-style-type: none"> <li>● Workload was #1 priority for NFC following last spring's survey.</li> <li>● Survey was previewed again for the committee.</li> </ul>	<ul style="list-style-type: none"> <li>● Austin will reach out to Stacey Davis and</li> </ul>

	<ul style="list-style-type: none"> <li>● One committee member expressed concern over the definition of “contact” hours, they may be interpreted differently in different contexts (e.g., tutoring via email exchange, online interactions, etc.). The NTID workload guidelines don’t provide that level of detail for tutoring exchanges, so the survey should avoid that level of detail. The survey’s purpose should be to provide numbers that either point to or dispute a workload issue exists. If numbers from the survey support a workload issue, the minutiae of how contact hours are reported by individuals/departments could be a subsequent area for analysis.</li> <li>● Several NFC members were not familiar with the details of the workload guidelines the survey is based upon. A suggestion was made that awareness and familiarity with the NTID workload guidelines should be captured as part of the survey.</li> <li>● Another suggestion was to add an open-ended response at end of survey for miscellaneous comments/concerns that were not addressed.</li> </ul>	Ann Hager to invite the Support Faculty Workload Assessment Committee to attend an NFC meeting to discuss their charge and the survey.
6. Provost is visiting NTID	<ul style="list-style-type: none"> <li>● April 18th, 2019 2:30-4:00 PM in 1300/1310</li> <li>● Please encourage your department members to attend.</li> </ul>	
7. NFC officer elections	<ul style="list-style-type: none"> <li>● Elections will be held April 30<sup>th</sup>.</li> <li>● Please read Bylaws for procedures</li> </ul>	
8. Next Meeting	<ul style="list-style-type: none"> <li>● <b>Next meeting TBD</b></li> </ul>	

*Adriana Kulakowski reviewed the minutes on 4/2/2019 (11:35 am).*

*Catherine Clark reviewed the minutes.*