NTID Faculty Congress NFC Meeting Minutes
April 9, 2019
12 – 1:30 pm, Reading Room

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, Jennifer Gravitz, Patti Durr
Guest speakers: Ann Hager, Stacey Davis
Notetaker: Austin Gehret

Agenda Item	Discussion / Status	Action Items
1. Review previous meeting Minutes	● Review of 3/26/19 minutes will occur online after the meeting to ensure guest speakers have enough time to present. ● Vote on 3/26/19 Minutes: ● Approve: 7 ● Disapprove: ● Abstain: 4	
2. Presentation by the Support Faculty Workload Assessment Committee	Ann Hager (chair) presented to NFC on their committee's charge ● Since the 2005 administrative change to the NTID Support Dept. structure, there has been no evaluation of the current model of support faculty ● The committee is seeking to investigate if there are areas for improvement ● The committee spoke with Gary Behm a few months ago and he was in agreement that this should be an area of investigation ● The committee will be informed by two surveys: o Workload survey administered by NFC o Their committee survey (only sent to support faculty) which will be investigating questions beyond workload such as: ▪ Administrative aspects pertaining to support faculty ▪ Support faculty resources, office space, etc.	

- Financial support for tutoring efforts
- The tentative plan is for NFC to distribute the workload survey early fall (late August, ideally) with the support committee survey to follow shortly after in October
  - The committee will be contacting chairs/coordinators to gather names of current tutors. NLC tutors will not be considered, but if they perform this function in combination with the support of baccalaureate students, they will be included.

- The original committee timeline has shifted given the approval process delay (committee will be announced next week).
- Membership: Ann Hager, Stacey Davis, Sidonie Roepke, Karen Beiter, Jean Yamonaco (representation from several support areas)
  - The committee has met a few times and is currently reviewing the NFC survey to provide additional feedback to incorporate for the remainder of the academic year

- The committee would like to develop one clearly written and approved job description for tutors (will be submitted by them along with their report and recommendations). This will include those who spend any part of their work load tutoring. As a result of the survey, they could be suggesting new ideas that would include changes to the current administrative structure overseeing support faculty.
  - A current job description for the expected duties of a tutor currently does not exist
  - The job description for a coordinator role exists but is inconsistently applied between support coordinators (workload reductions vary, some area support coordinators have none)

  - NTID semester workload seems inconsistent with tutoring contact time. For some faculty without tutoring contact, there can be some confusion with office hours being labeled as "tutoring."
  - The language that is currently used at NTID (Instructional faculty) does not include support" explicitly.

  - Most "support" faculty also teach. Not all classroom faculty also tutor. There appears to be an inequity among faculty on this issue

- The Committee wants to collect data (i.e. workload reporting, no evaluation of what is currently happening). This will be critical to gain the administration's attention.The committee will want to paint a clear picture of what support faculty do and propose the best model for supporting those

	practices. The committee will need to focus carefully on developing the survey questions to ensure these issues are effectively captured.
	
	● While the NFC survey will be developed carefully to follow workload guidelines, the support faculty survey lacks documentation to follow, so questions can be more broad. However, the survey should be informed carefully by the real issues that support faculty have become privy to. In the discussions, questions arose about student input:
	    ○ Should the students be surveyed that receive support?
	
	    ○ How could students be included in the feedback?
	    ○ Testimonies of past supported students?
	    ○ The committee ought to consider tapping into student government to develop a satisfaction survey; that could have a lot of power
	● There was a recommendation that NFC should consider amending bylaws to ensure the permanent inclusion of a support faculty member and their perspectives.	

3. Chair announcements -	● NAG meeting debrief
	    ○ One suggestion at NAG was to invite the newly formed POC faculty group from NTID to come to NFC for information sharing.
	    ○ Jessica was given the approval to formally announce to NAG that the Communication Task Force was being formed.	

4. NFC officer elections	● Elections will be held April 30th. ● Communication officer is reviewing Bylaws for procedures	
5. Final Meeting	● **Next meeting April 30th.**	●