

NTID Faculty Congress NFC Meeting Minutes
September 10, 2019
12 – 1:30 pm, CSD-2102

Chair: Jessica Trussell
Vice-Chair: Mark Rosica
Communications Officer: Adriana Kulakowski

Attending: Jessica Trussell Mark Rosica, Adriana Kulakowski, Bonnie Jacob, Catherine Clark, Tao Eng, Sandra Bradley, Edward Mineck, Marcus Holmes, Jennifer Gravitz

Absent: Patti Durr

Communications Officer: Adriana Kulakowski

Agenda Item	Discussion / Status	Action Items
1. Review of NFC role and how we function	<ul style="list-style-type: none"> ● Jessica and Mark discussed the responsibilities/role as an NFC representative. Each representative will be the face of NFC for their home department. They are the primary contact when a constituent in their department has an issue or concern. Per the NFC bylaws, a specific process must be followed when requesting NFC’s attention on a specific topic. or to be considered for placement on a meeting agenda. The NFC website (www.ntid.rit.edu/committees/nfc) details this process. 	
2. NFC Meetings	<ul style="list-style-type: none"> ● NFC meetings will be held every two weeks however, everyone should hold the time for every Tuesday for NFC business. ● All constituents are welcome to attend NFC meetings. The goal of NFC is to make all of the meetings inviting and open to the constituents, so that they are able to observe NFC in action. . 	
3. Language and communication policy update	<ul style="list-style-type: none"> ● Mark spoke with Katie Schmitz regarding the NFC recommendations and feedback on the charge for the communication task force. <ul style="list-style-type: none"> ○ Per Katie, all NFC’s changes and recommendations have been accepted ○ A sign language and communication task force has been established to work on updating and clarifying the language in the current language and communication policy. The committee will be co-lead by Katie Schmitz and Kim Kurz. Committee members include Todd Pagano, Ann Hager, and Kurt Stoskopf. NFC feels the current written policy is both confusing and unclear and would like the language in the policy to be revised. Tenure 	

	<p>and Promotion committees will also need guidance in interpreting the meaning and intent of what is currently written in policy.</p> <ul style="list-style-type: none"> ● NFC request to the Administration regarding the current communication and language policy: <ul style="list-style-type: none"> ○ NFC agrees that currently there is confusion and misunderstanding for the current Promotion and Tenure Policy as it relates to communication. We respectfully request the administration to identify the current policy that is in use until the new policy and procedures are in place. We are recommending that an interim policy be put in place until the permanent policy is implemented. <ul style="list-style-type: none"> ▪ Motion the Vote – NFC Representative ▪ Second the motion – NFC Representative ▪ All in favor – 8 votes- unanimous ● A volunteer is needed to review the RIT policy for when a faculty vote is necessary when a college has a policy change. Ed Mineck volunteered to research/review the policy. <p>Pls see the email from Dr. Buckley titled “Update to Faculty” sent on 9/16/19 at 3:55 pm regarding the Communication Assessment Task Force</p>	
4. Workload survey	<ul style="list-style-type: none"> ● The workload survey is complete and is ready to be sent out to all NTID constituents. All department representatives will be emailing their constituents reminding them to complete the workload survey within the two-week time frame. The email, instructions and the like will be mailed to the NFC reps within a day or two. The survey results will provide the necessary proof and evidence to the administration regarding faculty workload issues. 	
5. Strategic planning committee	<ul style="list-style-type: none"> ● NFC representative should encourage their constituents to complete the survey and attend the discussion forums held on Sept 10-27. Lin Hoke recently sent an email on behalf of Pam Christopher that contains details of open forums and the Strategic Planning survey. Look for future emails regarding the NTID Strategic Planning 2025 committee. 	
6. Review committee elections that need to be run.	<ul style="list-style-type: none"> ● Working with Firoza to see which committees NFC needs to run elections for this year. 	

7. New Business	<ul style="list-style-type: none"> ● NTID Curriculum Committee (NCC) has requested NFC to review and acquire feedback from NTID's constituents regarding two new degree program proposals. Mark and Jessica are putting together an email for the Reps to disseminate to their departments in a day or two. Both proposals are from the Department of Engineering Studies: <ul style="list-style-type: none"> ○ The Precision Machining Technology (PMT) AAS ○ The Applied Engineering Technology AAS ● The administration is required to have faculty feedback on the two proposals. Department representatives will be reminding their constituents to complete the survey by Thursday, September 19, 2019. 	
Meeting was adjourned	4 pm	