

NTID Faculty Congress NFC Meeting Minutes
September 25, 2018
12 – 1:30 pm, SDC-2102

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

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

Absent: Jessica Trussell, Patti Durr, Jennifer Gravitz

Notetaker: Firoza Kavanagh

Agenda Item	Discussion / Status	Action Items
1. Announcements	<ul style="list-style-type: none"> ● Announcements: <ol style="list-style-type: none"> 1. Mark and Austin will run this meeting; Jessica is out of town. 2. Review Minutes from prior meetings in team drive before each meeting 3. NFC Team Drive: <ol style="list-style-type: none"> a. Google.rit.edu/mydrive; login required; for NFC members only b. Use Editing Mode ‘Suggesting’ (not just “Editing”) then type your suggested changes directly in document; they will automatically show up as tracked edits with your name; no need to add additional comments. c. Austin will assist some reps whose permission to edit is being blocked. 	<p>Austin – Assist Cathy and Sandra with google doc edit permissions. <i>[Status:] Catherine and Sandra have confirmed they have access to the Team Drive.</i></p>
2. Review previous meeting Minutes	<ul style="list-style-type: none"> ● Review 9/11 meeting Minutes: <ol style="list-style-type: none"> 1. Minor corrections and revisions: Salary topic will not be addressed as it is not NFC business; sign language expectations policy comments amended as there has not been a formal change in policy, Associate Vice President for Academic Affairs position search question corrected. ● Vote on 9/11 Minutes: <ul style="list-style-type: none"> Tao – motion to accept Ed – second Approved by all 	
3. CEOCA Committee Report	<ul style="list-style-type: none"> ● CEOCA sub-committee presentation – Catherine Adriana, Patti (absent): <ol style="list-style-type: none"> 1. The CEOCA final report (12/1/16) and the response to the CEOCA recommendations (4/3/17) are located at the https://www.ntid.rit.edu/president/equal-opportunity/ceoca 2. Gerry Buckley sent an email stating which recommendations were approved and which were deferred. 	<p>CEOCA sub-committee- Post working doc & updated Charge on team drive. <i>[Status: done 9/28/18]</i></p>

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	<ol style="list-style-type: none"> 3. Sub-committee read complete report and response to recommendations. Recommendations were clear. Catherine had been on the CEOCA committee so she explained what was decided and why. 4. Sub-committee created a document by copy/pasting each item from the report, along with CEOCA recommendation for that item, followed by sub-committee's comments/questions about that item. Document is a work-in-progress and will be posted on NFC team drive. 5. CEOCA recommendations may change if new RIT President implements a new strategic plan. 6. Discussion re required sign language expectation for tenured, TT, and lecturer promotion/tenure. Policy wording for this issue has remained the same in 2015, 2017, 2018 that the expectation is Advanced but Intermediate+ is acceptable if you can show continued improvement and continued work and effort on your skills. CEOCA recommendation was not implemented and there are no new guidelines. Gerry's Feb 2017 sign language expectations email says expectation is Advanced. That statement has been basically true since before 2017 even as far back as 2010. There is a preference but not a policy. For Advanced to become policy, it would have to be discussed and voted on by faculty. Tenure/Promotion committees follow established guidelines/policy (Intermediate+) but the spirit or feeling from some people whose promotion has been declined is that it was due to not having Advanced level, even though it is not policy. There is accumulating evidence to suggest that committee decision letters are being read to faculty but not given to them nor are they allowed to photograph the letter; there is only a generic letter from the Provost stating 'you did not meet the requirements for promotion'. Tenure/Promotion Committees provide detailed feedback to admin about why candidates were not promoted – it is critical for faculty to see the committee feedback; committee wants faculty to see this feedback but it is apparently not being shared with faculty by admin. 7. Sub-Committee Charge: <ol style="list-style-type: none"> a. Get clarity on administration's reaction to CEOCA Report, and their response to each recommendation submitted. b. What are Institute's plans for implementing each approved recommendation? c. Does this include tenured, TT, and lecturers? 8. Is there a Communication Committee? 9. A different committee has investigated the issue of 'Get clarity if there has been a change in sign language expectations for promotion and tenure'. Peter Hauser will attend future NFC meeting and present on his charge to enhance the method of evaluation. 	

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4. Sign Language Expectations questions from depts	<ul style="list-style-type: none"> ● Collecting questions from your department related to sign language expectations: <ol style="list-style-type: none"> 1. When asking dept to provide questions, don't convey any assumptions, for instance, <ol style="list-style-type: none"> a. Don't assume Intermediate+ is the requirement or expectation. b. Don't answer questions about what the policy is. You can tell dept to look it up and ask questions or point them to the language in the policy. Keep in mind that Policy and administration's sign language expectations, are separate from Evaluation and assessments proposed by Peter Hauser. 2. Exec. Committee will provide standardized email for Reps to send out to their depts change all wordings "depts" to departments. 3. Reps should collect any new questions re: sign language expectations from their depts <u>by Oct 9</u>. 4. Questions can be collected via email, on paper, or however the submitter is comfortable; Reps can tell faculty that any emails to the Rep would be kept anonymous by the Rep and not shared with the Dept Chair, or admin. 5. Reps can add unlimited number of questions in google form under their own name to maintain anonymity of person submitting questions. Exec Committee will send link for google form. Link is only for Reps to add questions, not for depts. Reps should enter questions in google form <u>by Oct 12</u>. 6. After all questions are submitted, Exec Committee will categorize by topic to avoid duplication, and compile a list to present to Peter Hauser and Katie Schmitz when they present to NFC <u>on Oct 23</u>. 	<p>Executive Committee – Send standardized email to reps, to send to depts <i>[Status: done 9/25/18]</i></p> <p>Executive Committee – Send google forms link. <i>[Status: done 9/26/18]</i></p> <p>NFC Reps – Get your dept's questions re sign language expectations by Oct 9. Enter in google form by Oct 12.</p>
5. Workload Guidelines	<ul style="list-style-type: none"> ● Workload Guidelines sub-committee – Austin, Jessica (absent) <ol style="list-style-type: none"> 1. Sub-committee will address this issue by sending a survey to faculty in Nov, to collect information about each individual's workload from last year. 2. Not yet sure if Exec Committee or Reps will provide the survey link to depts. 3. Reps should remind and encourage their depts. to complete the survey; a low response rate could indicate to admin that faculty are not experiencing a workload issue. 4. In November, we will bring the results of the survey to the administration. 5. This is a perfect example of how a big issue can be brought to administration. 	
6. Next Meeting	<ul style="list-style-type: none"> ● Next meeting topics: <ol style="list-style-type: none"> 1. NFC meeting attendance expectations – regarding attendance, absence, their role, etc. 2. Review CEOCA sub-committee Charge (suggestions from last meeting and the cmte report) 3. Discuss progress on workload survey 	<p>NFC Reps: review 9/25 Minutes, add comments on google drive doc if needed, before next meeting.</p>

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	<p>4. We should always be mindful of the number of topics that NFC will work on each semester – this semester NFC will work on:</p> <ul style="list-style-type: none"> a. CEOCA b. Sign language expectations c. Workload d. Faculty searches committee – on hold for now <p>5. Other</p> <p>● Meeting close:</p> <ul style="list-style-type: none"> Austin – motion to close Tao – second Accepted by all Meeting adjourned 	
Addendum	<p>● 10/1/18 email communication to NFC:</p> <ul style="list-style-type: none"> 1. October 9 meeting is postponed – no classes 2. Next meeting will be on Oct October 16, 12-1:30pm, sdc-2102 	

10-1-18 fvk