

**NTID Faculty Congress NFC Meeting Minutes**  
**January 9, 2018**  
**12 – 1:30 pm, SDC-2445**

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

**Attending:** Leisa Boling (representing Kim Kurz), Catherine Clark, Tao Eng, Austin Gehret, Jennifer Gravit, Marcus Holmes, Edward Mineck, Camille Ouellette, Mark Rosica, Jessica Trussell

**Absent:** Patti Durr (replacing Joseph Bochner), Adriana Kulakowski

**Notetaker:** Firoza Kavanagh

Agenda Item	Discussion / Status	Action Items
1. Review Minutes	<ul style="list-style-type: none"> <li>● <b>Vote to accept prior meeting Dec 5<sup>th</sup> Minutes:</b>  Jennifer – motion to accept  Ed – second  Approved</li> </ul>	
2. Welcome New Reps	<ul style="list-style-type: none"> <li>● <b>Patti Durr</b> will replace Joe Bochner for spring semester</li> <li>● <b>Leisa Boling</b> may replace Kim Kurz for spring if Leisa’s schedule permits; if both of them have conflicts with NFC meeting time, ASLIE rep may be informed of meeting proceedings and vote via email/online.</li> </ul>	<p><b>Leisa</b> – will check with Kim about meeting times and inform NFC Chair who will attend meetings.  <i>[Status: ]</i></p>
3. Final Exam Schedule meeting discrepancies	<ul style="list-style-type: none"> <li>● <b>Background; Resolution from Academic Senate:</b> <ol style="list-style-type: none"> <li>a. There was confusion about RIT policy for final exam week.</li> <li>b. Next year class time will reduce from 55min to 50min.</li> <li>c. NYS Dept of Ed requirement - courses must maintain their total number of teaching hours.</li> <li>d. Final exams are currently 2hrs long; next year, they will increase to 2.5hrs long and be required per RIT policy. This decision will make up for the lost time during the semester.</li> <li>e. Faculty and students should have contact during final exam week block of time, to meet NYS requirement; if a course does not have a final exam, faculty and students must still meet during the final exam block of time; can hold regular class or have projects or presentations.</li> <li>f. This announcement about final exam week will be forthcoming to faculty community sometime this spring semester. Austin will inform NFC when it is announced at Academic Senate.</li> </ol> </li> </ul>	

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<p>4. Present revised By-Laws at Dept Meetings</p>	<ul style="list-style-type: none"> <li>● <b>History per Charlotte Thoms, NFC Chair 2016-17:</b> <ol style="list-style-type: none"> <li>a. NFC asked Stephen Aldersley and Gerry Buckley what to do about Lecturer rep on NFC; they requested NFC to review/follow by-laws.</li> <li>b. Larry Quinsland, previous NFC chair, confirmed that the last vote on by-laws was in 2005 and didn't include any info about Lecturers because there were no Lecturer positions at that time, so by-laws didn't address Lecturers.</li> <li>c. Last 2005 vote date was confirmed via various/several sources.</li> <li>d. In 2005, NTID was run with 4 discipline groups, which later became 2 groups for Tenure/Promotion purposes.</li> <li>e. Discipline groups are no longer used to determine representatives on NFC; some depts. combined, some gone, some changed names, so NFC did emergency amendment to be able to continue using the 2005 by-laws.</li> <li>f. We realized during AY 2016-2017 lecturers and professional staff who teacher were involved in NFC voting procedures. A thorough review of approved bylaws showed that lecturers and professional staff who teach were not eligible to vote.</li> </ol> </li> <li>● <b>RIT Guidelines and Protocol :</b> <ol style="list-style-type: none"> <li>a. Currently, Academic Senate has voting rights for Principal and Senior Lecturers.</li> <li>b. Currently, approximately ½ of all Lecturers at NTID are Senior/Principal Lecturers.</li> <li>c. NTID must follow RIT's Academic Senate protocol.</li> </ol> </li> <li>● <b>Prior steps:</b> <ol style="list-style-type: none"> <li>a. <i>Proposed By-Laws</i> and <i>By-Laws Talking Points</i> are clearer and more inclusive of all faculty which is what we do at NFC; they call for a rep from each dept and solicit feedback from all depts.; it complements and follows organization administrative structure of institute.</li> <li>b. Documents can be downloaded or printed by NFC members from NFC google drive; 2017 and Proposed By-Laws are available on NFC website for faculty to review.</li> </ol> </li> </ul>	<p><b>Business, CSS, ICS, Engineering, ASLIE, Science&amp;Math, DCCS</b> – provide meeting date/time for NFC to present  <b>[Status: ]</b></p> <p><b>Jessica –</b></p> <ol style="list-style-type: none"> <li>a. add '...voting...' in <i>By-Laws Talking Points</i>, 3<sup>rd</sup> bullet, 3<sup>rd</sup> line: '.....Senior and Principal Lecturers as voting members...'</li> <li>b. add year '2017' to proposed by-laws</li> </ol> <p><b>[Status: completed 1/9/18]</b></p> <p><b>Executive Committee</b> – present revised by-laws at dept meetings.  <b>[Status: in progress 1/9/18]</b></p>

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	<p>c. Dec 13 email to NTID Faculty via Lin Hoke requesting faculty to review <i>2005 By-Laws</i> and <i>Proposed Amended By-Laws</i> in ~4 wks (12/13-1/ 9).</p> <ul style="list-style-type: none"> <li>● <b>Current step:</b> <ul style="list-style-type: none"> <li>a. Jessica and Ed will use <i>By-Laws Talking Points</i> to present revised by-laws at dept meetings for ~20 mins</li> <li>b. They will briefly discuss history and past experiences to explain reason for amendments,</li> <li>c. After they leave dept meeting, dept discusses by-laws;</li> <li>d. Goal (not deadline) is to complete dept presentations in January.</li> </ul> </li> <li>● <b>Status by dept:</b> <ul style="list-style-type: none"> <li>MSSE Dept: NFC presented to them today (1/9/18)</li> <li>Liberal Studies: NFC to present on Wed Jan 24<sup>th</sup> at 3:30pm</li> <li>VCS: Ed will present to them</li> <li>Business, CSS, ICS, Engineering, Science &amp; Math, ASLIE, DCCS: to provide meeting date/time for NFC to present</li> </ul> </li> <li>● <b>Next step:</b> Receive feedback from depts.</li> </ul>	
5. NFC meeting schedule	<ul style="list-style-type: none"> <li>● <b>Meeting Day/Time:</b> <ul style="list-style-type: none"> <li>a. Traditionally NFC meetings have always been on Tuesdays noon – 1:30pm. For future reference, it should be made clear to Dept Chairs that NFC Reps should not be scheduled to teach or have overlapping responsibilities assigned during that time which is reserved for NFC.</li> <li>b. Various days/times were considered for 2175 but all posed conflicts for one or more NFC reps.</li> <li>c. Decision is to keep current meeting time Tuesdays noon – 1:30pm. Leisa has a conflict. Kim may have a conflict. If both of them have conflicts with NFC meeting time, ASLIE rep may be informed of meeting proceedings and vote via email/online.</li> </ul> </li> <li>● <b>Meeting Frequency:</b></li> </ul>	

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	<ul style="list-style-type: none"> <li>a. Every 2 weeks until by-laws are approved, then weekly if there is business to discuss, otherwise every other week.</li> </ul>	
<p>6. Potential Topics for 2175 after By-Laws are approved</p>	<ul style="list-style-type: none"> <li>● <b>Last semester exam was on a Monday and grades were due Thursday:</b> this does not give faculty sufficient time to grade; more time is needed.</li> <li>● <b>Per Counseling Dept - too much time lapse between grade posting and Academic Actions release:</b> <ul style="list-style-type: none"> <li>a. Registrar sets schedule; break week may have extended time.</li> <li>b. Maybe Chairs can bring it up at AACC; University wide group brings up calendar issues annually; Academic Senate is aware of it.</li> <li>c. Some student groups (ex. athletics) return early to campus; they need to know of any Academic Action before they return; though students should know their gpa and possible actions (ex. suspension if gpa lower than 1.0), they need to receive official notification.</li> <li>d. Housing Office can pack belongings from a student's dorm room if they are suspended.</li> </ul> </li> <li>● <b>CEOCA Report – What does it mean for NITD to be bilingual?</b> <ul style="list-style-type: none"> <li>a. Currently informal discussion in some depts.</li> <li>b. AVPAA is also highly motivated to obtain clarification; not on AACC agenda yet.</li> </ul> </li> <li>● <b>Future Faculty Report:</b> <ul style="list-style-type: none"> <li>a. Few NFC reps may want to analyze the report.</li> </ul> </li> <li>● <b>Promotion/Tenure:</b> <ul style="list-style-type: none"> <li>a. Guidelines and procedures have changed a lot since last discussed.</li> <li>b. Previous AVPAA was involved in discussion to make minor edits.</li> </ul> </li> <li>● <b>Communication Requirements:</b> <ul style="list-style-type: none"> <li>a. Communication expectations have been raised for tenure and promotion.</li> </ul> </li> <li>● <b>Communication Assessment:</b></li> </ul>	<p><b>Executive Committee</b> – Review Provost's final exam policy; inform Gary.  <i>[Status: ]</i></p>

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	<ul style="list-style-type: none"> <li>a. Currently SLPI is the only assessment being offered/used.</li> <li>b. Different assessment tool has been awaited for a long time.</li> <li>c. SLPI Peter Hauser and Kim Kurz presented to some depts. about another ASL Assessment tool created with research linguist input.</li> </ul>	
Next Meeting	<ul style="list-style-type: none"> <li>● <b>Tue Jan 23<sup>rd</sup> noon – 1:30pm</b></li> </ul>	<b>Executive Committee</b> – Leisa/Kim can't attend so send them meeting minutes. <b>[Status: ]</b>

1-9-18, 1-12-18, 1-16-18 fjk