



**NATIONAL
LOUIS
UNIVERSITY**

ACCESS. INNOVATION. EXCELLENCE.

**MEETING MINUTES: ADJUNCT
COUNCIL**

DATE: Wednesday, 10/18/2023

TIME: 4-5:00 PM

CHAIR: Stefanie Shames

Adjunct Council Attendees: Stefanie Shames, Debra Gurvitz, Susan Neustrom, John Zimmerman, Margueritte Chabau, Katy Sexton Radek, Vince Zaun, Collette Tracy

Absent: Elizabeth Issacs

Provost's Office: Eddie Phillips, Provost; Ryan Bartelmay, Patrick Gipson

Attendees: Betty Jo Bouchey, Thera Lambert, Lisa Towsel, Tony Lawler, Ursula Pawlowski, Amany Rostom, Stacy Vlahakis, Ignacio Lopez,

Meeting recording: <https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=95c74c05-9893-425e-b9db-b09f0170f4a4>

Agenda Item 1 - Call to order by Chair, 4 PM.

Minutes approvals-- Minutes approved. Margueritte Chabau, 1st and John Zimmerman, 2nd. All in favor Yeah, all opposed Nah. (no opposed).

4:00-4:10pm-Call to Order, Welcome & Approval of Minutes

For an opening statement Stephanie stated that our thoughts are with students, faculty, and staff that are affected with all the humanitarian issues throughout the world. A request for all attendees to place their name and school on Zoom for recording attendance at the meeting. Stephanie alerted everyone that the issue of course evaluations was brought to our attention after the agenda was established and sent to all adjuncts. However, according to the website, the course evaluations were the result of the Noel Levitz Student Satisfaction Survey and Stacy Vlahakis, Executive Director of Institutional Effectiveness and Assessment is here today to present the findings. Also there will be a Town Hall on October 20th at 2:45 (CT) about the faculty observation initiative and a Zoom link is available in an email from Eddie Phillips, Provost.

At 4:30 pm (CT) at the request of the board has invited President Megahad and Eddie Phillips, Provost to give a message to adjuncts. The President has reconvened the University Council for 23-24 academic school year with a focus on service excellence. Susan Neustrom and Stephanie Shames will serve on this council and our first meeting will be in November. Stephanie reminded adjuncts to visit our D2L shell and let us know what you would like to see in it.

A vacancy remains for UGC and nominations close on October 25th and a link for the nomination form is in the CTLE newsletter and thank you to Susan Neustrom for always updating it for us.

In a message from the President on October 13th adjuncts teaching a three-semester course or a five-quarter course will see a pay increase to \$3,303 effective with the Winter term. More information is contained in the message about out-of-town travel expenses and meals, and other expenses. The entire policy is in the email.

With the Adjunct Council Zoom invite, the results of the Adjunct Survey were included, and we have prioritized AI this year and let us know what support you need for AI and how we can support you during these monthly meetings.

Next Step(s):

- Support adjuncts with AI and during monthly meetings

Agenda Item 2 – Communication

4:10-4:30 pm-Noel Levitz Student Satisfaction Survey Results, Stacy Vlahakis, Executive Director of Institutional Effectiveness and Assessment

Stacy shared the results of the Noel Levitz Student Satisfaction Survey that was administered during the Winter term and **slide are attached for your review**. Stacy provided an overview of the background of the survey to understand how students rated the questions. Three surveys are administered to students:

- Adult Student Priorities Survey (ASPS) – all campus-based transfer UG and GR. Has been in use at NLU for over a decade.
- Student Satisfaction Survey (SSI) – all Pathways and Kendall. Fourth administration of this survey.
- Priorities Survey for Online Learners (PSOL) – all online transfer UG and GR (first time using this tool)

Same key items and primary item categories for each survey and Institutional KPI's on all surveys.

- Overall Satisfaction
- Likelihood to Re-Enroll
- Instructional Effectiveness
- Career Preparation (custom question for NLU)

Custom questions around DEI and belonging on all surveys with a significantly heavier focus on student life/campus climate for SSI. PSOL heavily weighted toward online instructional experience

Stacy noted that we had very different response rates across populations. A very low overall response rate (16%) even though the survey was open for six weeks. Detailed breakdown of response rates is included in the slides.

The high-level findings where Satisfaction scores are broadly lower than the 2021 administration, when sweeping gains were observed. Satisfaction levels for most items have returned to levels much like 2019 and priorities and satisfaction levels vary with population.

Transfer and Graduate populations – regardless of modality

Strengths –

Career preparation

Advising accessibility

Institutional commitment to DEI

Ease of registration

Opportunities

Instructional quality

Faculty responsiveness/feedback

ROI

Traditional UG populations

Strengths

Student services – tutoring, counseling, Thrive Center

Feeling of welcome/free to express ideas.

DEI

Opportunities

Career preparation

Advising/registration

Faculty feedback

Stacy focused attention on the scores for Instruction/Effectiveness/Services because the University is committed to understanding what may be driving the student satisfaction to be a bit low in these areas. Detailed findings are included in the slides. A question was asked about the use of “C” and “S” to denote rating. Stacy explained the “C” is our challenges and opportunities where students felt they were highly

important, yet their satisfaction was low. The “S” is a strength and students felt they were highly important and highly satisfied.

Next, Stacy discussed institutional KPI’s but first opened up to questions.

Q1-How do students know if an instructor is an adjunct?

Stacy: Not called out in the survey, therefore, not known.

Q2-What do blank spaces mean on the survey results?

Stacy: The blank spaces were not noted as having a high significance with importance and satisfaction.

Q3-Were comments offered throughout the survey or only at the end?

Stacy: Only one free form comment field at the end of the survey.

Detailed results of KPI results are included on the slides. A final question about the Florida results and a concern about what programs were included. Stacy stated that all Florida programs were included in the Global results.

Next steps

Stacy is open to working with the Adjunct Council to help increase overall student satisfaction. Also, Stacy will break down the Florida students by colleges and send the results to the Adjunct Council as well as sending the Noel Levitz Student Satisfaction Survey Results.

How can NLU best utilize and expand upon student satisfaction findings?

<https://survey.alchemer.com/s3/7396179/Student-Satisfaction-Survey-2023-Faculty-Follow-Up>

For example:

- College meeting and Adjunct Council discussions/working sessions.
- Faculty Senate
- Student focus groups
- Program-level reports

Agenda Item 3-President and Provost

4:30-5:00 pm-President Message, questions and answers, President Nivine Megahed

Provost Updates, Eddie Phillips (presentation slides attached)

Effective Winter Term 2024 adjunct rates will increase by 3% from \$3,207 to \$3,303. The increase marks the eighth consecutive increase in adjunct rates and appreciation for adjunct contribution was expressed. Eddie shared a slide of the trajectory of rates over the eight years.

Student Affairs has been busy with events to get students excited about the academic year. Three events were highlighted. For Hispanic Heritage month, Latinidad Presente sponsored by El Centro de Excelencia celebrated NLU’s Latinidad culture and was attended by 56 students and 18 staff. Eagle Fest sponsored by Student Engagement Office had over 360 participants and also another event held on the Tampa campus in conjunction with Counseling and Wellness Center had 20 participants from Tampa and Chicago.

Academic Profile Update

Building a Comprehensive Health Sciences Program

- Nursing received final approval from HLC in September 2023, and this Fall begin their first class of 8 freshman students.
- Launched feasibility study and letter of intent process for a Respiratory Therapy program.

The Graduate School of Business and Leadership

- The revised 12 month, \$12K MBA program had a record number of students enrolled (50). This represents the largest enrollment in the program’s history.
- The DBA program serves 90 students in just three years.

Accelerate U

- Inaugural cohort of 17 students started the IT Cisco Certified Network Association this fall.

UGC

- Undergraduate Honors Program now serving 51 students including 22 freshman.
- Two new concentrations in Trauma Informed Practice and Mental Health have been launched.
- New Marketing major launched this fall.

CTLE updates

- 114 participants across the University are participating in Auburn (8 module program) and NLU AI courses that began on 10/2.
- Community of Practice centered on Critical Consciousness.
- AI office hours and Tech:30 held on the 4th Wednesday.
- AI and your Class Page has been revamped.
- Three Scholarship of Teaching and Learning (SoTL) Fellows Groups have been launched to experiment with student writing.
- The annual scholarship report will be available next week.

Provost is hosting Faculty Appreciation throughout the year instead of just in February and the first one is on the Chicago campus on 11/29. Florida campus will be determined, Wheeling, 2/20/24, Lisle, 3/19/24 and Chicago, 5/8/24.

Microsoft teams is here. The transition to Teams is expected to be complete by 11/3 and will not replace web conferencing. No change in Zoom service. Zoom will continue to be used for conferencing and in the classroom. Effective 11/3, the University will discontinue using Skype as its instant messaging and virtual phone platform. Some questions arose for the Provost.

Q1-What appreciation activities will be available for adjuncts who are not on campus?

Response: Eddie is going to meet with Ryan to discuss opportunities to demonstrate faculty appreciation for adjuncts not on campus. Ryan shared what occurred in the past, posting accolades expressed by students, having a guest speaker present virtually, and working on other things for faculty.

President Message

The President reiterated what Dr. Phillips had expressed about the contributions of adjuncts to our University and students and feel the adjuncts are the backbone of our University. The President's intent is to be at the meeting to answer any questions adjuncts want to ask.

Q1-Although the University is in a good financial state right now, in 7 years if the student body is not doubled, we could be in trouble and the request was to expand on the statement.

Response: We need to continue to think about sustainability and how we build the institution even further. With all the growth, 16% over summer and into fall and if we continue on this trend, we will be at 11,000 students with only 9,000 to go. With the commitment of staff and faculty we have a good chance we will navigate this successfully.

Q2-Do adjuncts have the opportunity to earn paid time off based on the number of classes taught?

Response by Eddie Phillips: No, but adjuncts do qualify for partial tuition waiver based on hours of teaching but stated not really sure about time off. A link will be sent where those benefits are located.

Here is a link to the HR Benefits page: <https://nl.edu/new-employees/benefits-information/> .

Q3-Is student affairs doing anything for student about all of the things happening in the world?

Response: Student Affairs is getting ready to send out a message about keeping students safe and reminding them about the different counseling services available at the institution if stressors are going on for them. Dr. Phillips added that open discussions and peace circles are forthcoming as well as additional programs.

Q4-Are there support for faculty too?

Response: EAP services could provide some short-term counseling services and a message is going to go out to faculty.

COMMITTEE REPORTS: No reports were shared in the October meeting.

LQC (Learning Quality Committee), Susan Neustrom,
GSBL

FPSCC (Faculty Professional Standards and Compensation Committee) Debra Gurvitz, NCE

SASC (Student Academic Standards Committee) – John Zimmerman, Kendall

DEI (Diversity Equity and Inclusion Committee) - Marguerite Chabau, CPBS

UCC (University Curriculum Council) Collete Tracy, UGC

Faculty Development Vincent Zaun, GSBL

Thank you for joining us today. We are open to ideas and hope others will take part in the committee.

Move to closed session.

The meeting went into closed session at 4:50 pm and adjourned at 5:10 p.m. Next adjunct council meeting is Wednesday, November 15, 2023, at 4:00 Central Time (via ZOOM).

Respectfully submitted,
Secretary, Adjunct Council

