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MEETING MINUTES: ADJUNCT COUNCIL

DATE: Wednesday, November 15, 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, Collette Tracy, Ursula Pawlowski

Absent: John Zimmerman, Vince Zaun, Elizabeth Isaac

Provost's Office: Eddie Phillips, Provost; Ryan Bartelmay, Jon Oelke

Attendees: Tony Lawlor, Eboni Mathis, James Quake, Lana Razumov, Dennis Tucker, Chef Jake Williams

Meeting recording: <https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=9c8657df-12f0-4b17-8596-b0bb0181cf9c>

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

Minutes approvals-- Minutes approved. Debra Gurvitz, 2nd Dennis Tucker. All in favor Yeah (no opposed)

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

Stefanie stated that she and Susan Neustrom are members of the University Council and participated in the first meeting of the academic year. The focus of the council is on service excellence and opportunity for adjuncts to be part of a focus group to expand on defining service excellence will be offered in December.

Stefanie noted a correction on the November agenda. For Ryan Bartelmay's topic, instead of stating evaluation initiative, it should state observation initiative.

A welcome to the newest member of the council, Ursula Pawlowski, UGC, was offered and Stefanie announced Elizabeth Isaac, Kendall College, is stepping down. Therefore, a vacancy exists for Kendall College, and the intent is to review past applicants who may still be interested in serving on the council.

Next Step(s): Fill open vacancy for Kendall College representation on the Adjunct Council.

Agenda Item 2 –Provost's Office

4:10-4:35pm

• Jon Oelke, Director of Faculty Development and Engagement-AI initiatives and resources

Jon expressed an interest in hearing feedback about activities from Adjuncts, specifically on AI support. Jon shared the current information available on NLU website in relation to AI and the classroom. The page for Prior to the Term provides tools and resources to prepare a course and create material for a class. Setting AI Expectations page offers guidelines on having a conversation with students about the use of AI, responsible use of AI, if they want to use at all. The expectation is that faculty know how to use AI and can guide student with its use in the classroom. Jon emphasized that it is important to be specific on setting restrictions for using AI and understanding the faculty guidelines prepared by the Provost office that are suggested on the NLU website.

Another page is about Reviewing Assignments and if using Turnitin, the technology for detecting AI will never be perfect. Therefore, use of any AI detection software should be used with caution.

Jon reminded everyone of the Tech:30 series being offered at regular intervals throughout the year highlighting

different AI tools. In addition, Academic Honesty will resume in the Winter quarter, however, the academic honesty page has several resources, and the library has created a lib guide to assist in identifying and addressing student academic honesty.

Currently the Provost office is running a pilot program and program chairs and leaders are taking a course at Auburn and is an eight-module course related to the basics of AI, challenges, and AI in the classroom. We may consider rolling the course out to faculty depending on participant's experience.

A question was asked if it is known how industries are using AI and what is acceptable to them. Jon replied that we have a responsibility to teach students how to use AI as they're entering a workforce that is loaded with AI.

- **Eddie Phillips, Provost- Updates**

Office of Student Engagement held a "Build a Louie" event during Eagles week and 70 students participated and a Homecoming dance with 75 students participating and wearing Halloween costumes. The Counseling and Wellness Center offered a Black Man's Wellness series Part 1 and 7 students participated.

Student Affairs secured additional funding to address housing insecurities. Two grants, \$49K from IBHE End Student Housing Insecurities and an additional grant from the program of \$200K. The funds will support NLU students experiencing housing insecurities.

Academic Portfolio Update

NCE launched its Linguistic Diversity and Equity EdD and EdS major option in Teaching and Learning Program. Coming in the Fall new Master of Higher Education and Student Affairs creating a bridge from undergraduate to graduate and eventually ED.

Adult Education and Online

Simple Syllabus Updates-Faculty Experience surveys sent out for Fall I and another survey will be sent out for Fall II in early December. Syllabus refinements in place include floating submit button, ongoing open labs, more comprehensive videos, template adjustment for data entry, and leader training for modifications to syllabus.

Faculty Appreciation

Faculty Appreciation Lunches are scheduled throughout the year at NLU campuses and the link to more information about Faculty Appreciation-<https://nl.edu/faculty-appreciation/>

University News

GSBL hosted its fourth Leadership session, Leading from Where You Are: Using Self-awareness to Get Results and was attended by 68 participants.

FSPP hosted its 10th Annual Diversity Summit: Healing the Wounds of Prejudice, Our Shared Pain, Our Shared Hope and approximately 140 attended.

The NLU Community Psych Program co-hosted the 47th Midwest Ecological Community Psychology Conference on November 17th and 18th themed: Here and Now. It is student organized and co-planned with NLU and DePaul students.

NCE was featured on the Tampa's Morning Blend Program to discuss the new 15-month EPI program designed to address teaching shortage in the state.

Kendall College was featured on WGN-TV highlighting community garden efforts to promote food sustainability, healthier eating, and give students a look at how foods are grown and used.

UGC CSIS eight students attended the SACNAS conference in Portland. The conference serves to equip, empower, and energize participants for their academic and professional paths in STEM. Twelve students attended the Tapia Conference in Dallas. The topics included culturally relevant computing, gender inclusive design, accessibility, unconscious bias, imposter syndrome, recruitment, and retention.

Instructional Quality at NLU

Provost Phillips explained why NLU is embarking on a comprehensive instructional quality initiative. Declining public confidence in higher education, diminished student satisfaction in instructional quality, concerns identified in student feedback from evaluations, and declining student persistence numbers were cited as the

reasons. To address the issues NLU's strategies include a framework for instructional quality and a model for classroom observation.

A question was asked about the difference of teaching on Zoom and teaching in-person, particularly, during the pandemic where all courses were offered online, and can the data be segregated?

Provost Phillip responded that it is possible but has not separated the data at this time. However, the data from the Noel Levitz survey of 2021 (height of pandemic) compared to 2023 data, greater satisfaction was noted in 2021.

Another question surfaced about the different formats for teaching and if the data considers the difference. Provost Phillip responded that although there is a difference, the Department of Education is concerned about instructor engagement in both synchronous and asynchronous courses and NLU is creating a website to support instructional engagement.

Link to more information about Observation Initiative-<https://nl.edu/about/leadership/provost/faculty-resources/observation-initiative-guidance/>

- **Ryan Bartelmay, Vice Provost of Faculty Support-Evaluation Initiative, metrics, observations, Faculty Appreciation**

Ryan reiterated the value of the observation and reminded adjuncts that there was a town hall meeting about observations to offer more clarity about the process.

Next steps

The Provost power point will be made available to adjuncts.

Agenda Item 3-Committee Reports:

4:45-4:55pm

LQC (Learning Quality Committee), Susan Neustrom, GSBL

The committee met in November and focused on their charges. David SanFilipo discussed the Quality Matters Program and shared the schedule for review of selected course from January through May. Another survey concerning faculty experience with Simple Syllabus will be going out for the Winter Quarter.

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

The meeting consisted of information relevant to full-time faculty (benefits, cost of insurance). TIAA was also discussed and a contribution of up to 4% and can be matched by the university if teaching 21 hours. Also, Adjunct can get tuition waivers. Debra recommended inviting Holly to an adjunct meeting to talk about benefits. In addition, discussion centered on due to decline in enrollment, programs and teaching loads might be impacted.

IPTRC (Institutional Promotion, Tenure, and Recognition Committee), Kathleen Sexton-Radek, CPBS (no report)

SASC (Student Academic Standards Committee) – John Zimmerman, Kendall (no report)

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

This month's meeting was the first with the enlarged group to meet with their DEI buddy. The purpose of a buddy is to get to know one another and learn about current interests with DEI and how each got involved in the committee and future goals. Also, each buddy should have individual goals for the future of DEI. The committee had Microsoft Team's overview of the new software being used. Each member was invited to join a workgroup and the upcoming year will be exciting as the committee delves deeper into the meaning of DEI as individuals and for the university. Since the DEI committee meets on Thursday, Stefanie stated that the Adjunct Council meeting day will remain on Wednesday for the academic year.

UCC (University Curriculum Council) Collete Tracy, UGC (did not attend the November meeting)

Faculty Development Vincent Zaun, GSBL (not present)

Stefanie shared one last question about the HLC conference held in Chicago and any opportunity for adjuncts to attend? Provost Phillips stated that the conference is always held in Chicago as they're located

in the area. Usually, the accreditation team attends since there is a cost associated with attendance. However, if anyone has an interest, send an email and Provost Phillips will review for support. Stefanie reintroduced Ursula since she was not present at the beginning of the meeting. Ursula will serve on the Adjunct Council until 2025. A question was raised about external access to Adjunct Council Meeting Zoom recordings. The Provost office will look into the option of placing the recording behind a wall for NLU use only.

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 4:55 pm. Moved to closed session adjourned at 5:15 p.m. Next adjunct council meeting is Wednesday, 12/20/23 at 4:00 Central Time (via ZOOM).

Respectfully submitted,
Secretary, Adjunct Council

