



**NATIONAL
LOUIS
UNIVERSITY**

ACCESS. INNOVATION. EXCELLENCE.

MEETING MINUTES: ADJUNCT COUNCIL

DATE: Wednesday, January 17, 2024

TIME: 4-5:00 PM

CHAIR: Stefanie Shames

Adjunct Council Attendees: Stefanie Shames, Debra Gurvitz, Susan Neustrom, John Zimmerman, Margueritte Chabau, Collette Tracy, Ursula Pawlowski, Vincent Zaun

Absent: Katy Sexton Radek, Chef Jake Williams

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

Attendees: Seth Ponder, Dennis Tucker, Brian Lohse, Claudia Coulter, Faisal Abbas, Donita Kirkland, Dr. Lakeshi Cook

Meeting recording:

<https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=2c331034-7364-4bc4-8cc0-b0de01817d2c>

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

Minutes approvals-- Minutes approved. Ursula Pawlowski motioned and John Zimmerman, 2nd. All in favor Yeah (no opposed).

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

Stephanie welcomed everyone back from the holidays and to the beginning of the Winter term. While Zoom meetings have changed to Wednesday to accommodate adjuncts who might be teaching on Thursday, with the new term, a comparable situation with teaching conflicts is present. However, all adjunct council meetings are recorded and posted on the CTLE webpage.

Stephanie shared vacancies for next year on the council. One opening is for the Graduate School of Business and two openings for Kendall College. One of the Kendall representatives is John Zimmerman serving as past chair and the term expires this academic year. If interested in adjunct council leadership, Debra Gurvitz, co-chair, will be leading the nominating committee and applications can be accepted beginning in March to fill the vacancies for the next academic year.

Next Step(s): N/A

Agenda Item 2 –Provost's Office

4:10-4:35pm

- **Eddie Phillips, Provost- Updates**

Student Affairs

In December Student Affairs spread holiday cheer around the world in three ways. First, a holiday toy drive was held, and ninety-six children of parenting students were supported by generous donations from the NLU community. Next was a holiday extravaganza celebrating the diverse holiday traditions offering a plethora of culture and honoring the diversity of our students. Finally, the La Posada, celebration rooted in Latinx cultural traditions honoring NLU's undocumented students. The La Posada is a reenactment of the Bethlehem scene and students dressed in costume to demonstrate the diversity of our students.

Student Affairs Staffing Updates

Shelley Lemons was promoted to Assistant Dean of Student Engagement, Leadership, and Belonging. She will support our Hope Chicago program and BE SEEN program, Black Student Excellence Initiative, and a host of belonging programs to make sure student feel connected.

Keith Baltimore has a role change and will transition to overseeing only student diversity, equity, and belonging work. Keith has been the DEI contact for students and staff and administration realized that the work might be too overwhelming and now Keith will focus solely on students. Niki Morley, HR will serve staff on DEI issues and initiatives. Both Keith and Niki will continue to lead the DEI council having a shared focus on students and staff.

VEZ OSMANI's title changed to Director of Access & Campus Resources (added oversight for Thrive Center). The Thrive Center offers basic needs to support students including emergency funding, food pantry, and we will continue to build the center.

Events

Coming in January is Soar Your Wings Week, The Black Male Leadership Lunch, and MLK Celebration 2024. Since students spend considerable time with instructors in the classroom, NLU depends on all faculty to help promote the events to students. More events can be found on NLU website nl.presence.io

Kendall College

Kendall College was represented at the IL Hotel & Lodging Association's Stars of the Industry Event in December. Kendall College sponsored the Primary Hotel Service Employee Award and Michael Krause presented the award to the 2023 recipient of this award. Kendall College/NLU is the only hospitality/culinary institute of higher education actively participating in these events.

Kendall has launched an Annual Hospitality Conference and is now in its third year. In April 2022, the theme was, "The Future of Hospitality Education" and featured Mark Hoplamzian, CEO of Hyatt Hotels and Resorts and Roz Stuttley, Director of DEI for Choose Chicago. In April 2023, the theme was, "Advancing Health and Well-Being in Hospitality" featuring Rohini Dey, Restauranter and Women's Advocate, and, and Rick Bayless. Upcoming in May 2024, the theme is "The Future of Service" and will feature Don Thompson, former CEO of McDonalds and CEO of the venture capital group Cleveland Avenue and Kevin Boehm, Co-Founder of the Boka Group. We have averaged about one hundred participants both from education and from the hospitality industry and places Kendall College as a leader with being front and center in starting great conversations.

Additional Conferences

NCE Centers host annual conferences. The 2024 Annual Comprehensive Literacy and Reading Recovery® Conference is being held on January 17-19, 2024. This 3-day event will be held in downtown Chicago at the Marriott on the Magnificent Mile and is designed to provide professional development and networking opportunities for K-8 classroom teachers, intervention (Reading Recovery, Special Education, EL) teachers, instructional coaches, program specialists, and administrators.

The McCormick Center's 23rd annual Leadership Connections National Conference is being held on February 7-10 at the Westin Chicago North Shore in Wheeling, IL and provides a framework to support leadership in early care and education programs, with opportunities to attend relevant workshop sessions, network, and become inspired by leading specialists in the field. This is the first in-person conference since the pandemic.

Faculty Appreciation

NLU continues Faculty Appreciation Lunches including adjuncts at various locations monthly throughout the academic year. The next luncheon is scheduled in Florida with a BBQ cuisine and the remaining lunches in Illinois will occur through May. One date change occurred at the Wheeling campus from February 20th to February 24th. Faculty can attend one or many luncheons. The link to register for faculty appreciation lunch:

<https://nl.edu/faculty-appreciation>

Leadership Departure

Dr. Bettyjo Bouchey, Vice Provost of Digital Strategy and Operations last day will be Friday, February 9th. Betty Jo has over 9 years of service to NLU and served as Associate Dean in CPSA and Dean of Online Learning before assuming the current role. Betty Jo has built and grown partnership with Universidad del Valle de Mexico (UVM) as well as leading several large-scale new technology adoptions and enhancements (D2L, Simple Syllabus... to name a few). Additionally, developed and scaled a high-fidelity online model, including streamlining several academic processes and many more accomplishments. NLU will work through a transition plan over the next few weeks and will share more later about support put in place during the transition.

One question about discounts for NLU faculty attending conferences. Dr. Phillips believed a discount was available for both conferences, the Reading Recovery and McCormick Leadership, however, further information will be given. The question also included seeking information about student discount too.

Agenda Item 3-AI Discussion

- Amy Hall, Assistant Professor, Teaching and Learning Librarian, and Sarah Leeman, Associate Professor, and Teaching and Learning Librarian

AI Library Student Focus Groups, June 2023

Amy presented the first part of the focus group findings. Focus groups consisted of twenty-one students, mostly undergraduates. Topic areas included plagiarism and academic honesty, personal knowledge and perspective of AI tool, and instructor, university knowledge, and communication.

Students were first asked about their perspective of plagiarism and academic honesty and their responses were consistent and defined accurately with consensus about the ideas. Students also shared why they believe plagiarism can occur even if known to be dishonest. Examples such as laziness, time constraints, not understanding the work, disinterest in the subject matter, or not knowing how to cite the source. Next students were asked what they believe an instructor's response would be to an incident of plagiarism. Students would like an opportunity to correct mistakes and not to rely on the similarity report of Turnitin. Interestingly, the first step in NLU academic honesty policy is to have a conversation with the student, therefore, student perception aligns with the policy in place.

The next question involved AI, specifically ChatGPT. There was a mix of students who use ChatGPT and some who do not use ChatGPT either professionally or personally. Examples of use included getting information, understanding coursework, research, rewrite, or gathering images for a presentation. Students held mixed opinions on the quality of ChatGPT input and the accuracy of information.

Students were asked about AI and plagiarism to connect back to academics. Specifically, what use of AI would qualify as plagiarism? In general, there was a lack of student clarity about what constitutes plagiarism when using AI and about the tools being used. Students also felt that AI detectors are limited and should not be relied upon for determination of plagiarism.

Sarah discussed additional student questions. Students were asked about instructor awareness of AI tools. Students believed that the instructor's role in AI was hugely important and from their experience some instructors addressed the use of AI while other instructors did not address AI. A concern is that some instructors may not be tech savvy enough and the concern was that students may take advantage of the tech deficiency and resort to plagiarism causing some anxiety. Delving further, students were asked about what this means for the university. Students do not want a generic statement from the university about the use of AI and instructors should communicate specific use of AI and expectations. Students want guidance on when AI use is acceptable for an assignment and when it is not.

Recommendation about the use of AI:

- Clarity and consistency in communication
 - Statement provided at the university and program level.
 - Course level communication from the instructor.
 - Guidance and expectations communicated for each assignment.
- Support for Faculty
 - Communicate with students about plagiarism concerns.
 - Understand AI tools and what students need to know.
 - Communicate expectations about using AI tools.
 - Identify and address AI generated work.
 - Develop assignments and courses with AI concerns in mind.
 - Foundational information about AI use incorporated into Gen Ed and Gateway courses across all programs.

To set clear expectations samples of AI statements were shared and described as restrictive, limiting the use of AI, flexible, acceptance of the use of AI on some assignments, and permissive, allowing AI use as the students sees fit.

The samples could be conversation starters with students, not intended to cut and paste in a syllabus. The next sample was focused on assignment level providing a rationale of permitted use of AI for the assignment. The presentation closed with links to academic honesty support offering guides that are student focused and faculty focused, as well as Sarah and Amy open to meeting for conversation and guidance.

A discussion among faculty followed about citations, AI use, and the need for clear expectations from the

instructors.

Next steps

Ongoing conversations about AI related to the Adjunct Council Charge for academic year 2023-24. Resources, training, and other steps are in the works.

Agenda Item 3-Committee Reports:

4:45-4:55pm

Faculty Development Vincent Zaun, GSBL

Spent time talking about AI and much of the conversation related to the library presentation.

LQC (Learning Quality Committee), Susan Neustrom, GSBL

Met on Jan. 10th and although the committee has seven charges not all charges were addressed. Topics relevant to adjuncts include Quality Matter version 7 changes with the total point increasing by one from one hundred points to 101 points. Another change is the term hybrid is now used instead of blended with NLU taking the stance that language used will not change and the term used are one in the same. A webpage about the Quality Matter process is being developed. Additionally Simple Syllabus was discussed and the choice of adding PLO and CLO to the syllabus is based on the discretion of faculty. In the future they will be embedded in the syllabus. Another item was a recommendation of included weighted points for assessments for more clarity of grading.

UCC (University Curriculum Council) Collete Tracy, UGC

The meeting focused on Watermark, curriculum, strategy, five-year program reviews, and prior learning assessment. A meeting in February is set with Culinary Management and Masters of Ed Counseling. Also discussed was in reviews a focused engagement of the core values of DEI. Collete will be involved in March reviews.

UAC (University Assessment Council), Ursula Pawlowski, UGC

Did not attend a meeting yet.

DEIB (Diversity Equity, Inclusion, and Belonging Council) - Marguerite Chabau, CPBS

The council has not met in the month, however, Marguerite met with her DEI buddy and shared experiences enacting DEI. Additionally, everyone on the council also serves on a committee and Marguerite serves on the vocabulary committee and tasked with clarifying how NLU defines a list of terms in relation to the university's mission, values, and brand.

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

The committee is no longer responsible for the student awards and the charter needs to change. The focus of the meeting was on AI and is an ongoing proposition.

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

The committee discussed the charge of FP102 closure of programs and how it affects Full time and Tenured faculty. The greatest impact on adjunct faculty is the PALS program where a change in the original document to include PALS and ensure that they receive the remainder of their contract because not considered FT Faculty.

IPTRC (Institutional Promotion, Tenure, and Recognition Committee), Kathleen Sexton-Radek, CPBS (not present)

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

Did not move to closed session since a Focus group on Service Excellence is scheduled for 5pm CT.

Adjourned at 5:00 p.m. Next adjunct council meeting is Wednesday, 2/14 at 4:00 Central Time (via ZOOM).

Respectfully submitted,
Secretary, Adjunct Council

