



**NATIONAL
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MEETING MINUTES: ADJUNCT COUNCIL

DATE: Wednesday, February 21, 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: Chef Jake Williams

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

Attendees: Dennis Tucker, Brian Lohse, Rosita Riley, Ed.D., Matt Courtney, Sabha Rammarayan, Mamama, Kanae Kura, Lorilynn Bowie, Nina Houston, Bushra Ghaniwala, Deveda Francois, Tony Lawlor, Denise Smith Allen

Meeting recording:

<https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=47f82c7e-ef11-4f14-8c47-b11d0183ea57>

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

Minutes approvals-- Minutes approved. Debra Gurvitz motioned and Lorilynn Bowie, 2nd. All in favor Yeah (no opposed).

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

Stephanie thanked all attendees and shared that the attendees fulfilled the requirement of attending one meeting prior to applying for Adjunct Council membership. In July there will be one vacancy in the Graduate School of Business and Leadership, two seats in Kendall, and one seat in the College of Psychology and Behavioral Sciences. Seats in the College of Education will not open until 2025. The upcoming vacancy term is from 2024-2027. Application submission will begin in March and Debra Gurvitz, Co-chair will lead the nomination committee. Stephanie shared that adjunct council members receive a stipend, and responsible for attending monthly meetings, serve on a Senate committee, and attend their respective college meetings. Both Stephanie and Susan Neustrom are on the University Leadership Council and there is a new initiative, "WOW" campaign. It is designed to recognize staff and faculty nominated by peers for exceptional service. Prizes will be awarded, and stories shared.

Stephanie reminded attendees that adjuncts have a D2L site by going into D2L and click "Discover" to find the course. Most interesting is access to committee reports and discussions are available, yet not used frequently.

Next Step(s): Application Acceptance for Adjunct Council Vacancies beginning in March

Agenda Item 2 –Provost's Office

4:10-4:20 pm

- **Eddie Phillips, Provost- Updates**

Student Affairs

Black Male Leadership Lunch and Forum with a focus on mentoring and networking and 57 NLU males participated in the daylong event.

Lunar New Year celebration with record student participation. Over 113 students and staff participated in the annual cultural celebration.

2024 MLK Celebration highlights NLU commitment to inclusion and social justice by featuring gospel performances, spoken word, and call to action.

International Student & Scholar Services collaborated with UGC to provide a “welcome back” international student event. NLU welcomed seventy-three new international students.

The Centro launched 2024 with Latinx hour focused on goal setting and thirty-four students attended.

Dr. Jamal Scott shares his Becoming Story as a leader in higher education and the influences that supported his journey.

NLU's 2nd Annual Scholarship & Thought Leadership Update

2023 Annual NLU Thought Leadership Update Report is published. In the report you will learn about where we are and where we are going in our collaborative endeavor of engaged scholarship

Faculty Appreciation Week 2024 Continues

February 27 11:30am - 1pm → Lunch at Wheeling Public Forum (Mexican Cuisine)

March 19 - 4pm - 5:30 pm → Lisle Public Forum (East Coast Sandwiches)

May 8 - 11:30am - 1pm → Chicago Atrium (Pizza)

Faculty Excellence Award Nominations

Nomination Accepted through March 31, 2024

Nominations Submitted Via Online Form: <http://www.nl.edu/academics/faculty/facultyawardsnomination/>

Award Categories Include:

Excellence in Teaching Award (Adjunct & Full-time Faculty)

Excellence in Research, Scholarship, and Inquiry Award (Full-time Only)

Excellence in Service and Engagement (Adjunct & Full-time)

NLU Commencement Ceremony

Two ceremonies, a Hooding exercise will take place during the doctoral and graduate student ceremony.

FL and IL ceremonies are on the same date.

For more information, please direct students here: <https://nl.edu/student-services/commencement/>

Noel Levitz Employee Satisfaction Survey

Survey Period: Feb 12th – 23rd and available 24 hours a day from any computer. The survey will take approx. 20 minutes and employees can skip any item they are unable to answer. The survey is completely confidential and is designed to provide the NLU community with information on:

Campus culture and policies.

Institutional goals.

Involvement in planning and decision making.

Work environment.

Check your NLU email for details, including a link to the survey.

The question asked was about Faculty Appreciation and an incorrect date of May for the Chicago campus. Provost Phillips stated that two luncheons are scheduled for the Chicago campus and May date is correct.

Agenda Item 3-Adjunct Benefits

4:20-4:45pm

- **Holly Battaglia, Director of Benefits and HR Operations**

Holly reminded attendees to complete the Noel Levitz Employee Satisfaction Survey because feedback is needed.

The summary of adjunct benefits was sent to all adjuncts with the agenda; however, Holly shared the Zoom screen to review each benefit. The most important benefit is the TIAA 403 (b) Retirement Plan that everyone can participate in by setting up an account with TIAA with over twenty-five different investment plans to choose from. An adjunct teaching twenty-one or more semester hours per calendar year is eligible for a match from NLU with a lump sum contribution in December. However, there is a one year waiting period before the match would be available to an adjunct. All information is available on the NLU community website. To determine hours worked, the annual compensation divided by the current adjunct rate would determine the hours and twenty-one semester hours is equivalent to thirty-five quarter hours. A participant can invest up to \$23,000 annually. All

eligible adjuncts are informed prior to a matching contribution deposit.

Tuition Waiver is another great benefit for adjuncts and eligibility depends on credit hours, therefore, the number of hours of waived tuition is equivalent to credit hours taught. To apply adjuncts must submit a screen shot of their teaching contracts. The benefit is for adjunct faculty only, not family members. A question was asked if an adjunct receiving a tuition waiver is in lieu of compensation for teaching? Holly responded by stating a tuition waiver is a benefit and an adjunct would still be compensated for teaching and credit hours worked are reviewed over a 12-month period. Holly reminded participants that before a tuition waiver is honored, there must be sufficient paying students enrolled.

Health Care benefits are available through a service, Gallagher Marketplace and IX Services, because NLU's Blue Cross insurance is only for employees working 30 hours or more. The service reviewed hundreds of plans and assists in finding a good fit for adjuncts and their families.

MetLife Take Along Dental is available and is a new benefit. Mileage and Reimbursement, Identification Cards, Business Cards are available benefits through an adjunct's department.

EAP (Employee Assistance Program) offers counseling and can be accessed online with a password or by phone and is confidential. More options, availability, and resources are coming soon.

Miscellaneous Benefits and Discounts are offered, and Perk Spots provides weekly deals, however, enrollment in the discount program is required to receive deals.

Unemployment Eligibility is decided on a case-by-case basis.

More information is available on the NLU Community website.

A question was asked about retirement from another state and eligibility to participate in TIAA. Holly responded that rules and regulations concerning NLU TIAA are exclusive to the university, therefore, no restrictions exist because NLU account would be separate from other retirement accounts.

Holly also responded to a question about finding hours worked and shared screen to display employee dashboard and highlighted relevant sections to review to locate information about number of hours worked.

A concern about teaching less than four students and receiving less compensation, but the credit hours remain the same. Holly will review and a participant confirmed that less students do not impact eligibility.

Next steps: Reach out to Holly if more information and visit NLU Community website.

Agenda Item 5-AI Updates

4:45-5:00pm

- **Jon Oelke, Director of Faculty Development**

Jon stated since courses are in week six, covering relevant information about AI would be helpful. Jon screen shared an NLU website page on AI and Your Class and directed attention to three tabs, "Prior to the Term," "Setting AI Expectations," and "Reviewing Assignments for AI Usage." Conversations with students about AI should occur in the beginning of the term and can AI usage. The page provides information about Turnitin, available on all courses, and Jon cautioned about AI detection as Turnitin is not a reliable source. Instead use it to prompt a conversation with students. The page identifies other AI detectors and includes "Frequently Asked Questions." Jon encouraged adjuncts to reach out if a circumstance raises a question and in need of advice. Another prominent issue about AI detectors is they have a bias toward non-English speaking students; therefore, conversations may be different with those students.

A question was asked about where to go to check for AI with a dissertation since most AI detectors have a cost for the service. Jon recommended creating another assignment and asking the student to submit to see the difference in writing or have a conversation with the student about their writing process.

Another question was concerned with how to know if AI was used even with the results from Turnitin. Jon stated to have a conversation with the student because Turnitin scores indicate use of other sources, not original material to help a student navigate the use of AI and other sources ethically eliminating the need to

only focus on AI. Further conversation led to advice on how to manage a student who consistently is suspected of using AI even after a conversation with the professor. Jon stated that with each incident the conversation changes and inform the student that reporting is required if the behavior continues.

Agenda Item 5-Committee Reports:

No reports given due to time limit.

Faculty Development Vincent Zaun, GSBL

LQC (Learning Quality Committee), Susan Neustrom, GSBL

UCC (University Curriculum Council) Collete Tracy, UGC

UAC (University Assessment Council), Ursula Pawlowski, UGC

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

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

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

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.

Adjourned at 5:00 p.m. and executive leadership went into closed session. Next adjunct council meeting is Wednesday, 3/20 at 4:00 Central Time (via ZOOM).

Respectfully submitted,

Secretary, Adjunct Council

