



**NATIONAL
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UNIVERSITY**

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MEETING MINUTES: ADJUNCT COUNCIL

DATE: Wednesday, March 20, 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

Absent: Chef Jake Williams, Vincent Zaun

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

Attendees: Dennis Tucker, Brian Lohse, Denise Smith Allen, Jennifer Egrie, Suzanne Anderson, Arthur Orman, Jeanine Wise, Bob Page, Lisa Townsel, Mark Baten, Deveda Fracois, Yasmin A Cordero Sanchez

Meeting recording: <https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=887d9911-e295-4d62-91fc-b13901745324>

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

Minutes approval-- Minutes approved. Debra Gurvitz motioned and Margueritte Chabau, 2nd. All in favor Yeah (no opposed).

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

Stephanie shared details about the WOW, a new service excellence campaign designed to applaud and recognize service excellence. Both Stefanie and Susan Neustrom are on the University Leadership Council and helped design the initiative. Stefanie shared the link for anyone who wants to recognize a colleague for service excellence and went above and beyond expectations.

Also discussed was the Adjunct Council Corner and the latest issue located in the CTLE newsletter came out on March 18th. The current article refers to vacancies on the Adjunct Council and includes an application link. Opening for the next academic year are one in Graduate School of Business and Leadership, two in Kendall College, and one in College of Psychology and Behavioral Sciences. The instructions for applying are included in the newsletter and the Adjunct Digital Community.

Next Step(s): Continue to accept applications for Adjunct Council Vacancies through March

Agenda Item 2 –Provost's Office

4:10-4:20 pm

- **Eddie Phillips, Provost- Updates**

Student Affairs

Forty HIS 102 students participated in civil engagement and created policy posters on issues of concern and encouraged everyone to vote.

NLU and the National Society of Leadership and Success inducted 33 NLU scholars in a recognition ceremony celebrating leadership and academic success. NLU has a partnership with the Society for two years and each year a new group of students are inducted. The partnership offers student networking and professional development opportunities. Over the past 10 years over 5000 NLU students have joined the Society.

In January a Fireside Chat was launched featuring speakers who share their leadership journey and to motivate students and give them an opportunity to ask questions. The first speaker was Pete Kadens, an NLU Board of Trustee, successful entrepreneur, and philanthropist. February featured Monique Rodriguez, a Chicago native, a former nurse who ventured into the hair care line and recently partnered with Proctor and Gamble to land a \$650 million dollar deal. She is one of the wealthiest black women and shared her success and challenges with

students. March feature was former Chicago Mayor, Lori Lightfoot and she shared her journey as a woman of color and LGBTQ community both her success and adversities as an attorney and elected official. The series has been successful and on average about 100 students in person and virtual and based on survey results the feedback has been extremely positive. Three more events are planned for April, May, and June.

Higher Ed Landscape/School Closures

NLU has worked with three institutions as they prepared to close.

Stratford University (2022-2023) stopped enrolling students and closed due to financial hardship and ED sanctions, including decommissioning national accreditor, ACICS. NLU received 28 inquiries and 7 students enrolled.

Hodges University (2023) Stopped enrolling degree seeking students in Fall 2023 due to financial challenges and low enrollment. NLU received 29 inquiries and 23 students enrolled with 2 more coming this Spring.

Union Institute and University (2024) Stopped enrolling degree seeking students in Fall 2023 due to financial challenges and ED fines. NLU is working to transfer two programs a BS in Maternal Health, and MA in Lactations Studies. Both programs serve approximately 130 students. In the process of bringing faculty to NLU.

Faculty Appreciation

Last scheduled luncheon on May 8th, Chicago campus atrium, 11:30am-1pm (Pizza).

Faculty Emeritus Nominations

The nomination period is from February 6th to April 15th and nominations can be sent to the Provost office. Anyone can nominate and the criteria is full time employed for 15 years or more, over 62 years of age, retired or ready to retire this June, Assistant Professor or equivalent, made significant contributions as outlined in tenure criteria, recommendations by Senate committees and deans and approval by Provost, Board of Trustees, and President.

Faculty Excellence Award

Nominations are accepted online through March 31st. The categories include Excellence in Teaching (adjunct and full time, Excellence in Research, Scholarship, and Inquiry (full time), and Excellence in Service and Engagement (adjuncts and full time).

WOW Campaign

NLU has launched the WOW campaign, an initiative to applaud and recognize acts of service excellence. Any employee or student at NLU can submit a story about someone who went above and beyond (a WOW moment). Stories can be submitted online or using the QR code.

Agenda Item 3- AP: 302 (10896) proposed new draft-Academic Policy with AI addition.

4:20-4:45pm

- **Ignacio Lopez, Vice Provost Academic Program and Faculty Development**

The SASC made 7 revisions to the Academic Policy to include AI usage and the revised policy went to Senate on March 16th.

Updates include:

Para 3: The concept of academic honesty includes plagiarism, receiving improper assistance, and/or unethical or unauthorized use of software tools (e.g., AI) based on faculty expectation.

Para 4: Faculty has the right to analyze and evaluate students' coursework, including the electronic submission of student assignments to a third-party plagiarism and artificial intelligence (AI) detection service.

Para 5: For additional guidance on how to apply such policies and procedures, faculty may contact their program administrator, Dean's office, or the Provost's Office.

Para 11: Using AI tools to write papers or responses beyond their use for limited editing unless otherwise specified by instructor.

Para 13: It may be advisable for the faculty member to have one witness present during the meeting, and the student may also bring one witness.

Para 14: If the faculty member and the student are unable to agree on an available remedy, the program administrator or college dean may be notified, and an additional meeting, either online, by phone, or in person, with the student, the faculty member and the program administrator/dean will take place.

Additionally, in AP 302 notes, more guidance is being created for AI use in classroom to assist faculty and language in the policy that was antiquated was removed.

A conversation with adjuncts offered ways to support students' writing.

Stefanie stated that the Adjunct Council has been working with the Provost office on a survey for adjuncts to

determine how AI is used and support needed on the ethical use of AI in the classroom.

Next steps: The Adjunct Council will continue to inform the adjunct community of AI updates and policies.

Agenda Item 4-QM Peer Reviewers, Susan Neustrom, Adjunct Council Secretary

4:45-5:00pm

The need for Quality Matter Peer Reviewers is increasing as stated by David San Fillipo during an LQC meeting and GSBL meeting. To become a QM peer reviewer two courses are required, Rubric, 7th edition and peer review. You choose the dates of the courses. If NLU pays for the courses, you will review three courses and after three will receive payment for future reviews. Also, as a certified peer reviewer, you can be placed on a database and depending on your expertise may be selected as an external reviewer for other institutions. For more information, reach out to Jon Oelke. NLU funds for adjuncts to enroll in the courses have not been determined.

During this time, the floor was opened for questions and Arthur Orman asked for clarification about the course scheduling process because as a new adjunct has not been invited to teach for several semesters.

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, 4/17 at 4:00 Central Time (via ZOOM).

Respectfully submitted,

Secretary, Adjunct Council

