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**MEETING MINUTES: ADJUNCT
COUNCIL**

DATE: Wednesday, September 20, 2023

TIME: 4-5:00 PM

CHAIR: Stefanie Shames

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

Absent: John Zimmerman

Provost's Office: Jon Oelke

Attendees: Lisa Aiello, Robert Page, Burco Degirmen, John Larson, Caroline Sanders, Cheryl D. Watkins, Lawrence White, Ellen Klostermann Wallace, Anthony Zavala

Meeting recording: <https://nl.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=b0f157f5-1ccb-467b-9ec9-b08500ff85fb>

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

Minutes approvals—Closed August meeting-

No minutes were approved.

4:00-4:15pm Call to Order, Welcome & Approval of Minutes

Stefanie Shame, Chair of the Adjunct Council opened the meeting by sharing information delivered by Eddie Phillips, Provost during the NCE meeting at Connections. Over 450 adjuncts participated in CTLE professional development and 56% of NLU classes are taught by adjuncts. Stefanie reminded everyone that adjuncts are being noticed and thanked everyone for participating as it shows adjunct dedication to NLU, as well.

Stefanie also stated that she is a member of the Senate and any adjunct concerns, she can voice during a Senate meeting and moved to introduction of Adjunct Council Member.

Debra Gurvitz-Chair-Elect/ National College of Education

Susan Neustrom-Secretary/Graduate School of Business and Leadership serving on the Learning Quality Committee

Bob Page-Past, Past Chair

Margueritte Chabau-College of Psychology and Behavioral Science serving on the Diversity, Equity, Inclusion Committee

Collette Tracy-Undergraduate College serving on the University Curriculum Council

Vincent Zaun-Graduate School of Business and Leadership serving on the Faculty Development Committee

Elizabeth Issac-Kendall College serving on the University Assessment Council

Kathleen Sexton-Radek-College of Psychology and Behavioral Science

John Zimmermann-Kendall College (not present) serving on the Student Academic Standards Committee)

Additional introductions:

Jon Oelke -Director of Faculty Development working in the Provost Office with the Center for Teaching and Learning Excellence.

Stefanie referred to Susan Neustrom to share the results of the Adjunct Council Meeting Times survey. Susan stated that the poll was sent to all adjuncts to determine preference of meeting times, either Wednesday or Thursday, 4:00-5:00pm CT or "Other" with the option of suggesting another time. Twenty responses were collected with 50% choosing Wednesday, 20% choosing Thursday, and 30% choosing "other". Comments included:

Both Wednesday and Thursday work for me
Fridays 6-7pm
4:30 or 5pm T/W/TH or Sat 9am
Monday or Wednesday, 11am or 1pm
I can usually plan to be available.

Any Friday morning

Wednesday at 5pm

Susan stated that the September meeting held on a Wednesday is a test and a set day is to be determined. Margueritte noted in Chat that the DEI committee meets on the third Wednesday from 3pm-4:30pmCT and would conflict with the Adjunct Council meeting.

Jon Oelke speaking on behalf of the Provost Office did not see a conflict with Wednesdays other than the DEI committee meeting.

Next Step(s): Examine committee meeting times, check with Ryan Bartelmay, Vice Provost of Faculty Support, and Eddie Phillips, Provost, if any conflicts are present to determine if Wednesday or Thursday works better for the Adjunct Council Meeting for this academic year. An announcement of the day will be forthcoming. Debra suggested that once a day is selected, we could revisit the day in December.

Agenda Item 2 –Communication

Jon Oelke, Director of Faculty Development and Engagement presented the results of the Adjunct Survey completed at the end of the Spring term and will send the slides to all adjuncts. (See Attached Slides)

Jon stated the responses provided recommendations for each category, however, activities to date addressed most of the recommendations. However, Jon highlighted the progress made on Compensation, Benefits, and Perks for adjuncts sharing that compensation has been increased 3% each year and sharing that there are some differences between colleges and compensation and recently changes have been made. Debra interjected about a concern brought to the forefront about required Teacher Supervision training in NCE and not being compensated for three hours of training. NLU addressed the concern and now attendance of required training is compensated.

Jon emphasized the importance of the adjunct voice and NLU continues to offer opportunities for adjuncts to participate and is always open to learning about other professional opportunities-conferences or trainings for sponsorships.

Jon also shared additional opportunities for adjuncts who have an idea. Referencing the current programming page, "First Friday First" where adjuncts can get feedback on an idea and is hosted on the first Friday of every month. Tech 30 series focuses on AI tools and Academic Honesty is a 90-minute drop-in session to answer questions about responsible use and ethical use of AI.

During Jon's presentation a question was asked about funding for student involvement in a conference. While direct funding is not available, Jon offered options of fundraising with Provost and College support.

No feedback from the attendees about the survey results.

SoTL Fellows Grant presented by Susan Neustrom

Susan presented the process and expectations as a grant recipient. She stated in the past, two applicants were awarded the grant, however, this year the award went to three teams. The kick-off meeting for all teams occurred on Sept. 6th and an aggressive timeline was presented. The grant is intended to be a "what if" problem and potential solution. Susan is a member of the CHATGSBL team consisting of Dr. Janice Nilsen, Dean of GSBL, Dr. David Ross, Assistant Professor, and Rebecca Albertini, Chair of DBA and MSOL. The focus of the team is on AI in the classroom. Each team has a research advisor, and CHATGSBL is working with Shaunti Knauth. All teams will meet on a quarterly basis and individual teams decide the frequency of their meetings. Susan stated their team developed three research questions about using an AI tool. The first question pertains to student's comfort level with using an AI tool, second question is improvement in business writing through AI use, and the third question focuses on writing self-efficacy. The team is working on the lit review and in the Winter term select course to use an AI tool. Comments including the consideration of critical thinking and defining academic writing.

Next steps

Debra recommended holding a future adjunct council meeting about AI to have a general discussion. Jon was very receptive to the idea and shared a variety of AI tools in future meetings.

A video clip on NLU President's Connection message was not available. However, in October the President is invited to the meeting.

Agenda item 3-COMMITTEE REPORTS:

Beginning of academic year and no committee reports this month. After Connections, committees will set up meeting times and communicate with assigned adjunct committee members. Stefanie shared the charges of each committee. (See attached slides)

- **FDC** (Faculty Development Committee), Vincent Zaun, GSBL
- **IPTRC** (Institutional Promotion, Tenure, and Recognition Committee) Kathleen Sexton-Radek, CPBS
- **LQC** (Learning Quality Committee), Susan Neustrom, GSBL
- **SASC** (Student Academic Standards Committee), John Zimmermann, Kendall
- **UCC** (University Curriculum Council), UGC, Collette Tracy, UGC
- **FPSCC** (Faculty Professional Standards and Compensation Committee), Debra Gurvitz, NCE
- **DEIB** (Diversity Equity Inclusion & Belonging Committee), Marguerite Chabau, CPBS
- **UAC** (University Assessment Council), Elizabeth Isaacs, Kendall

However, Marguerite did report on the DEI Council and their desire to expand the committee. Five new people were added to the committee allowing for representation for all university functions. Marguerite stressed the importance of DEI work, especially on the Florida campus as the state has many anti-DEI policies and attitudes. The legality of the DEI Council was confirmed and as a private institution there is no issue in relation to questions raised.

Elizabeth also spoke about the University Assessment Council and stated no meeting was held in the summer and the last meeting was in June. The Council wants to focus on more transparency with assessments, assessing all the professional development, and engaging the NLU community in the assessments.

Agenda item 4-Other Business

No Provost updates.

Stefanie offered a discussion about Simple Syllabus and shared personal experience of being on LQC and expected the process to be great, however, had issues. Stefanie reached out for training and set up a private Zoom session to address issues and discover hidden problems. However, the result was the issues were resolved. Jon shared a link to Simple Syllabus resource page to support faculty.

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 5:00 pm. Moved to closed session adjourned at 5:15 p.m. Next adjunct council meeting will be announced for Wednesday, 10/18 or Thursday, 10/19 at 4:00 Central Time (via ZOOM).

Respectfully submitted,

Susan Neustrom, Ed.D.

Secretary, Adjunct Council

