June 21. 2020

Re: NSAC Final Report for AY 2019-20

Accomplishments:

1. Bylaws ratification

   I am pleased to report that NSAC has completed its first round of bylaws ratification for AY 2019-20. There has been only one amendment regarding Chair term limits. The initial chair of NSAC is granted a three term-limit for the NSAC chair, which is three years. This seems to be the best model for the first incoming chair to establish the various forms of infrastructure needed to create a successful and stable council.

   We look forward to future developments and completion of NSA research innovation projects for the next academic year. We are happy to have recognized the following

UCM

   NSA accomplishments of excellence and their research projects:

2. Research Grants have been awarded to:

   1. Parveen Kumar, Office of Research "Decorating MoS22-D Materials with Metal Nanostructures for Sensor Applications"

   2. Khan Hassan, School of Natural Sciences "Generation of Antibodies to Characterize the Sea Lamprey Immune System"

   3. Antoinette Stone, School of Natural Sciences "Efficacy of Asynchronous Learning as a Supplement to Active Engagement Pedagogies

      4. Ross Avilla, SSHA Psychology "First Generation Student Research Lab"

3. Excellence Awards have been awarded to:

    Mentoring: David Gravano, Office of Research

    Service: Christopher Ramirez, Merritt Writing Program

    Teaching: Sushma Shrinivasan. School of Engineering

    Research: Leili Hejri, Mechanical Engineering

    ***Note: Please find the amended bylaws attached, which have been vetted by the current NSAC Executive Committee.

Fall 2019 NSAC Updates from Individual NSAC Partnerships and Representative

There are two things I'd like to report back to the Vice Provost for Faculty and the Associate VPF:

1. What major and or minor accomplishments have you been a part of as a non-senate representative of either UGC, Undergraduate Education, Search Committees, and or any other relevant committees that directly impact or involve non-senate academics?

Name: Derek Sollberger, Unit-18 Representative on the General Education Executive Committee (GEEC, one of two representatives)
Update: The recent approval of permanent by-laws changed the voting allotment from ½ vote per lecturer to a full vote for each lecturer. Previously, the chairperson also made it standard practice to encourage and allow Unit-18 lecturers to teach Spark courses along with finding instructional budget funds to do so.

Comments: Upcoming issues in GEEC that we want to follow include
Foreign language requirement (i.e. if we decide to have experts place students in foreign language classes or exempt them from further classes, how would such a testing procedure affect workload?)

Getting departments to be more clear about what they want from Writing in the Disciplines courses
Spark budget should be part of a permanent budget instead of on soft money allocation.

Name: David Gravano (academic researcher), Assistant Project Scientist, Stem Cell Instrumentation Foundry - not sure if this is the committee work you're interested in...
Update: Serving 2-year appointment as a voting member of the UC Merced Institutional Biosafety Committee (IBC). Provided primary and secondary review of Biological Use Authorizations (BUAs) for faculty researchers.

Comments: This is not a formal NSAC appointment, but perhaps the IBC could discuss amending bylaws to formally include 1 NSAC voting member.

Name: Laura Martin, Executive Director, Academic Senate
Update: This fall Senate committees were invited to consider the addition of a Non-Senate faculty member (unit 18) either as a guest or as a consultant and as consistent with the committee's charge. Committees were encouraged to reach out to the Non-Senate Academic Council for representation as needed. Beyond those committees for which there is existing representation, committees concluded they would welcome consultation with their non-Senate colleagues when relevant items were scheduled for consideration.

2. What are your thoughts about your current role in terms of how to move forward to insure and promote continued involvement and representation for non-senate academics?

Name: Derek Sollberger, data analyst for the UC-AFT union
Update: I have been data mining salaries for faculty in the UC system. We have a good idea about how many instructors have each job title and their median salaries.

Comments: Forming a proposal to formalize the path to a Senior Lecturer title and position should be relatively easy as far as what Academic Personnel would want. However, balancing the goals for Senior Lecturer may be difficult between the schools (SSHA/SNS/SOE).

Name: David Gravano
Update: Would like to see NSAC form a committee involved in the review/recommendation of merit increase and promotion cases for academic researchers - analogous to UC Davis Academic Federation or perhaps how academic senate would review these cases for faculty. Have been

discussing this with other academic researchers as this was not part of our recent union contract and several see this need.

Would also like to discuss the involvement of NSAC on placing non-senate academics on university committees where we may not yet be represented like TAPS, ECEC?

Lastly, it will be customary starting spring, 2020 to attend at least one NSAC executive meeting in order to provide regular updates on these processes and ways to move forward in a consistent manner. If you happen to step away from any major campus committee where we have a voting position, please let me know so that we can find a replacement.

DeEtte Silbaugh and Michelle Toconis gave an update over zoom for our final NSAC meeting 2020 : We now have 2 votes for non-senate faculty on the undergraduate ed committee.

Future Goals/Meetings/Issues

-What other committees have we gained voting rights?
-Which others do we need to advocate for voting rights: campus planning?
-Are UC Merced Senate facultåy committees for welfare and diversity welcoming of non-senate participation?

Re: Agenda. Undergraduate Excellence Committee, 6/22, 11am, Zoom

Although this meeting was intended to be more of a roving discussing than an agenda driven meeting, here are some topics of discussion we hope to address on Monday:

- Introduce the Undergraduate Excellence Committee and Working Group.
- Consider areas of opportunity for articulating best practices for managing lecturers and other NSAC constituencies.
- Discuss avenues and opportunities for proposing alterations to the campus MAPP document.
- Consider alternative areas of opportunity for this working group.

Topic: **Undergraduate Excellence Committee Discussion**
Time: Jun 22, 2020 11:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

https://ucmerced.zoom.us/j/94460008139

Next year, Iris Ruiz, as NSAC chair, will continue to serve my second year of three years. My goal for this term is to ensure that NSAC builds a strong foundation with an appropriate web and social media presence. I also plan to continue to advocate for equity in governance and representation for NSA.

Lastly, we have to add the yearly report to be completed and added to the UC Merced CCCI.

Thank you very much for your continued support!

Iris Ruiz

Iris Ruiz, UC Merced NSAC Chair

Non-Senate Academics Council (NSAC) Bylaws

Definition of Terms
NSA: Non-senate academics, which includes Unit-18 lecturers, Unit-17 librarians, and non-senate academic coordinators.

NSAC: Non-senate Academic Council, which is a broad organizing body that includes all NSA members of UC Merced.Executive

Board: Elected members of NSAC,who represent NSA members, vote on NSAC matters, and speak on the behalf of the NSAC to the Chancellor, Vice Provost for Faculty, and UC Merced governing bodies.

Mission
As an organizing body and governing council, UC Merced's Non-Senate Academic Council (NSAC) includes all Unit-18 lecturers, Unit-17 librarians, and non-senate academic coordinators. The NSAC fosters community, coordinates topics for planning and policy consideration, serves as an interface with campus governing bodies, recognizes the influence of NSA on the campus and local community, and provides professional opportunities for NSA at UC Merced. This Council includes bylaws for its leadership and committees in order to organize NSAC structures and processes, with the purpose of fostering and sustaining the meaningful inclusion of NSA in campus priorities and planning structures.

Resources and Structural Needs
To function as a campus civic organization, the NSAC structure will include...A funded instructional workload credit and/or supplemental salary for the Chairperson of the Council.Funded operational costs which may include travel related to NSAC issues/concerns. Funded professional development mini-grants through the Center for Excellence in Teaching and Learning. Funded annual awards to recognize NSAC excellence. Regular meeting between the NSAC Executive Board and the UC Merced Vice Provost for Faculty; meeting no less than once per semester.Non-Senate Academics Council Bylaws

Article I:

Statement of Purpose:
The Non-Senate Academics Council (NSAC) is officially recognized as an independent advisory body to the Office of the Chancellor. As an advisory body, this Council is a governing unit with the capacity to organize members and govern through committee structure and campus advisory

roles. However, this Council does not function as a collective bargaining unit for NSA contracts, which is the duty of Unit-18/17 unions.

The Council's objectives include:
To maintain the mission of the University of California, in supporting the teaching, research and public service of NSA at UC Merced;To maintain and enhance communication between NSA and the broader UC Merced community and its governance structures;To promote and contribute towards the priorities of equity and fairness, particularly with enhancing inclusion and visibility of NSA members in UC Merced governance matters;To act as a liaison between NSC, the Chancellor (as well as related administrative leads), ensuring that NSA interests and input are adequately solicited and considered;To be consulted by administrative leads and Senate committees to review new and existing policies and procedures affecting NSA and to provide feedback from NSC members;To develop and review with campus leadership policy proposals or topics,consistent with NSC priorities.

Regular Council Activities:
The NSAC will hold general meetings once per month during the academic year, with all members invited.This monthly meeting will be coordinated and conducted by the NSAC Executive Board with the purpose of discussing issues/concerns related to NSA at UC Merced, coordinating NSA efforts, and otherwise fulfilling NSAC objectives.The Executive Board will meet privately once per month, in between regular NSAC meetings. The Executive Board will use these meetings to prepare for NSAC general meetings, vote on measures, proposals, bylaw amendments, etc., and generally discuss NSAC issues.

Article II: Membership

All NSA (Unit-18 lecturers, Unit-17 librarians, and non-senate academic coordinators) are automatically members of the Non-Senate Council and are welcome to attend NSC meetings. All NSC activities and resources are available to all members of this Council. LSOE/LPSEO faculty members may provide assistance to NSAC, but may not officially join the NSAC or serve on the NSAC Executive Board.

Article III: Officers and Executive Board

The Executive Board involves the following functions:
1. Explore and identify current and future issues affecting NSA at UC Merced and to regularly (at least once per semester)
2. Communicate these to the Chancellor via the Vice Provost for Faculty.

3. Act on behalf of NSAC members in representing priorities that are consistent with NSAC bylaws; Receive requests from NSAC members and direct them to the appropriate NSAC representatives and committees;
4. Upon request, recommend NSAC members to serve on Senate Committees;
5. Receive reports from NSAC committees and enact recommendations;
6. Direct the NSAC Chair to take specific actions on behalf of the Council.

Given this scope of responsibility, the Executive Board includes a range of roles. It is recommended that Executive Board members serve two-year terms, if able. The Chair is a supported position, with an instructional workload credit and/or supplemental salary with a **three-year term**. During the last year of service, there will be an opportunity for voting in an incoming chair that will shadow the chair for one year prior to being granted the Chair position.

NSAC Roles include:
Chair, Vice Chair, Past Chair (optional), Recorder, Finance Officer, up to four Co-Coordinators for Programs, Events, Outreach, and Communications, and an (optional) ex-officio student representative.

Officer Duties:
The duties of the Chair shall be to:
1. Preside over all regular and special meetings of theCouncil and the Executive Board;
2. Schedule meetings and establish meeting agendas;
3. Nominate, in consultation with the Council, representatives to serve on University Committees;
4. Represent (appoint a designee to represent) the Council at University functions which require representation by the Council;
5. Coordinate elections and certify the validity of election results;
6. Regularly meet with the Chancellor or Vice Provost for Faculty as a representative of NSAC.

The duties of the Vice Chair shall be to:
1. Perform the duties and exercise the powers of the Chair in the absence of the Chair;
2. Coordinate the appointment process for Campus-wide Committee Representatives, including communication with general members and nominees.

The duties of the Past Chair (optional) shall be to:
1. Serve in an ex-officio capacity;
2. Mentor new board members;
3. Perform special projects as requested by Chair.

The duties of the Recorder shall be to:
1. Record, transcribe and distribute proceedings of general, Executive Board, and special meetings;
2. Maintain official records and reports.

The duties of the Finance Officer shall be to:
1. Prepare monthly reports to the Executive Board and annual operating budget for the upcoming fiscal year based on anticipated expenditures;
2. Coordinate the funding needs of various committees.

The duties of the Co-Coordinators for Programs, Events, and Communications:
1. Coordinate programs, trainings, and social activities of the Council;
2. Propose ideas for improving the visibility of the Council;
3. Provide communications and updates via email, social media and the Council website on a regular and as-needed basis;
4. Coordinate all communications between the Executive Board and the Council membership.

The duties of the (optional) ex-officio student representative:
1. Field questions from Executive Board members pertaining to student issues;
2. Represent student viewpoints/concerns pertaining to NSA issues;
3. Organize student support for NSAC issues.

Voting Rules:
All Executive Board members have voting privileges. An Executive Board member can motion to bring any item up for vote if that motion is seconded by another Executive Board member.Votes will pass on a simple majority (majority of those present) ruling.Votes will normally be recorded by acclamation. A Board member may request a private vote on any matter. If this occurs, the Board will vote on whether or not the issue should be voted on privately, with a simple majority deciding the matter.

Executive Board Appointments:
NSAC members may self-nominate to apply for an Executive Board position; or a NSAC member may be nominated to an Executive Board position by another Council member (with the consent of both parties).The appointment period for all officers is July 1st through June 30th of each year. Elections are conducted in June, in anticipation of the upcoming academic yea. Elections for Executive Board positions are voted on by all NSAC members (including Executive Board members) who are present during the general meeting at which the election

occurs. Election candidates and the date(s) of the voting period will be made known to NSAC members at least one month before the election occurs. Elections will be decided by simple majority.

Article IV: Committees

Internal committees shall be established by the Executive Board as needed. Internal committees may be delegated the task of discussing and making recommendations for a wide-range of issues or events planning. Establishment can be ad hoc, annual, or longer depending on the scope of a project.