

# Part-Time Faculty Council

---

## Meeting Minutes

December 2, 2015

### 1. Call to order

President Yvonne Wichman called the meeting of the Part-Time Faculty Council to order at 3:40 PM.

#### Members Present:

Chuck Jackson	Dennis Loubiere	George Gannage	Barbara McNamara
Ann Rich	Kathleen Brennan	Kelly Luscre	Bryce McGowan
Lina Maxwell	David Gregory	Ginger Sinton	Yvonne Wichman
Julie Martin	Beth Moulder	Al Slomovitz	Tod Edgerton
Rebecca Simmons	Dennis Brown	Hilma Orman	Kelly Futch Pollack
David Cook	Mary Migliaro	Sara Crews	

#### Members Absent:

Zamila Karimi	Nicholas Papeacos	Mara Mandradjieff (E)	Toby Mendelson
Richard Garrett	Bryan Gillis	Tracy Luttrell Bennett	

#### Advisors and Guests:

Gail Scott, Advisor  
Jon Preston, FEA to the President  
Ron Matson, AVP of Faculty  
Jim Cope, Distance Learning Center  
Michael Sanseviro, Student Affairs

### 2. Approval of Meeting Minutes

Meeting minutes from the October meeting were approved without corrections by a unanimous vote. They are posted on the PTFC website with all other meeting minutes.

### 3. Special Guest Presentations

- A. Michael Sanseviro, Dean of Students, presented on resources available to faculty and staff. The Behavioral Response Team (BRT) is most often used by faculty to help KSU identify at-risk students and those situations involving concerning behaviors that might impact safety and security both on and off campus. Red Flag Reports can be made by faculty at any time by accessing the website at [www.kennesaw.edu/brt](http://www.kennesaw.edu/brt). Other resources offered include: assistance for students with administrative emergency withdrawals, student grievances and problem resolution and much more. Faculty are encouraged to err on the side of caution when reporting any concerns they have about a student and let the team provide assistance and services as needed. There is also an excellent video training to help faculty identify and assist at-risk students they may have. The training can be found on the BRT site.
- B. Jim Cope, Executive Director of the Distance Learning Center, presented on a proposed policy statement on Web Accessibility drafted to ensure the official Web content and other electronic information associated with University administration, service, course, or instruction programs and activities conform to widely accepted Web Accessibility standards. This is designed to provide effortless access for students, faculty, staff and visitors to web-based content. The PTFC was created to allow all part-time faculty a role in shared governance and that includes policies such as this one. The complete policy draft will be sent out to representatives and more details, instructions, and training will be available in the spring semester.

## **Part-Time Faculty Council**

---

### **4. Committee Reports**

There were no specific committee reports as the committees are preparing work schedules for the spring semester. The Public Relations committee is working on the winter newsletter and an email requesting submissions will go out next week.

It was announced that Julie Martin will be stepping down as the representative for the Foreign Languages Department. She is also the current chair of the Special Events committee. Anyone interested in serving as the chair for that committee is encouraged to email Yvonne Wichman or Mary Migliaro with any questions or to volunteer.

### **5. Old Business**

None

### **6. New Business**

None

### **7. Announcements**

Ron Matson announced that spring teaching agreements have been sent out. Those with questions or issues should speak with their department chair. He also recommended that if there is an error or issue, that the faculty member sign the original agreement first and a subsequent agreement with corrections will be provide later.

The next council meeting will be on January 27, 2016 at 3:30 PM. The Kennesaw campus meeting location will change from Prillaman 2010 to Prillaman 2008 (right next door to each other). The Marietta campus meeting remains the same in the student center. Complete details are on the PTFC website in the Schedules tab.

### **8. Other Matters Arising**

n/a

### **9. Adjournment**

President Yvonne Wichman adjourned the meeting at 4:49 PM.

Mary Migliaro, Secretary

Approved without corrections by unanimous vote on 1-27-16