Part-Time Faculty Council

Meeting Minutes
March 28, 2018

I. Welcome – Dr. Joanne Lee called the Part-Time Faculty Council monthly meeting to order at 3:45PM on March 28, 2018 in room 1009 in the KSU Clendenin Building. Dr. Lee introduced guests from Coles College of Business who are writing a paper on meetings at KSU.

II. President’s Report - Dr. Lee attended the Faculty Senate meeting on March 26. She reported the following:
   A. The first speaker was Dr. Linda Noble, Interim Provost, who spoke student growth and quality programs, and she addressed the “deactivation” of culinary arts program. Dr. Linda Noble did mention that no deactivation has occurred but that the course is in review for substantive changes. Dr. Noble stated that programs that need to be looked at for substantive changes will have to go to Board of Regents for approval. Dr. Matson said that you can change a course, but you cannot make substantive changes without the Board of Regents approval. There will be a clear definition of substantive changes forthcoming.
   B. Dr. Noble explained that a letter expressing concerns about freedom of expression at KSU had been sent by the Chancellor.
   C. Dr. Ron Matson provided an overview on the status of Digital Measures. Ron Mathis explained that there are two parts to digital measures that are currently being used by full-time faculty for annual reviews and tenure promotion and by both full and part-time faculty for course evaluation. Effective July 2018, KSU will be using eXplorance Blue for teacher evaluations. Digital measure will be closed.
   D. Salary Study Phase Two – The study has been extended to include lecturers and assistant lecturers.
   E. Presidential Search Committee Update is posted online.
   F. Intellectual property – Questions about the proposed edits to the KSU policy on intellectual property were answered. Faculty are encouraged to review and be prepared to vote on the policy. The policy addresses ownership of intellectual property produced in conjunction with KSU and as an individual faculty member. Dr. Lee suggested that the PTF might need to have this information especially in regard to their work, copywriting rules, or using someone else’s material. The council voted to have someone speak at next meeting regarding insight on intellectual property.
   G. PTF Bylaws were approved on Tuesday, March 27, 2018. Dr. Lee extended a special thank you to Ron Mathis, Ken White, President Joya Carter Hicks, and Jennifer Purcell for their support in revising and assisting with the process to gain Faculty Senate approval of the bylaws.

Please refer to the Faculty Senate website for full details of the meeting.

III. OneUSG – Various calls and emails have come in regarding activation of OneUSG. PTF will be activated to utilize the services as of April 1. PTF should use ADP for March. If you did not do it, please put in an amendment for adjustment for your salary. The form is located at www.payroll.kennesaw.edu. Follow appropriate prompts. You will not be penalized for late submission.

An official email was sent to all faculty www.oneusgconnect.usg.edu. Check OneUSG and update your profile as soon as possible. You can also go to the Human Recourses website at www.kennesaw.edu/hr. Dr. Lee provided the dates for submission of time cards.
HR has been invited to come to the next PTFC meeting as well as to clarify how to use the new ONE USG system. All part-time faculty are invited to this meeting as well.

IV. SPACE – Mandy McGrew of CETL is still accepting proposals for presentations for this year’s event on June 9. CETL will support upwards of 100 faculty attendance. Registration will be funded by CETL. Complete all applicable information for registration to be accepted.

V. Professional Learning Activity - NeCall Wilson, PTFC Parliamentarian, spoke about the professional use of LinkedIn and how it can be used as a resource to connect with other professionals, to network, and to help stay current with the changing world of technology, other businesses/universities, as well as your constituents near and far.

VI. Next Steps
   A. Communicate with colleagues by 4/16 and copy PTFC officers
   B. Send a Highlight/Kudo about yourself or a colleague to Becky 4/16
   C. Meeting Date 4/25

Dr. Joanne Lee adjourned the PTFC monthly meeting at 4:45PM.

Minutes submitted by Secretary: Rebecca Simmons
Approved: April 25, 2018

*Note: Meetings are recorded for accuracy.

Meeting Dates

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<th>04-25-2018</th>
<th>3:30pm-4:45pm</th>
<th>Clendenin 1009</th>
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http://ptfc.kennesaw.edu