Part-Time Faculty Council

Minutes
August 29, 2018

I. Welcome - Dr. Lee welcomed new and returning Part-Time Faculty Council representatives to the meeting. She introduced the current officers and reviewed the purpose, mission, content and format of the PTFC meetings. Dr. Lee announced that the position of secretary is open.

II. Approval of Minutes - Minutes from the May 10, 2018 meeting were approved as presented.

III. Meeting Schedule and Location - A copy of the May newsletter as well as the schedule for PTFC meetings was presented. UITS supports the process of linking the Marietta and Kennesaw campuses for the meeting.

IV. Roles and Responsibilities - Dr. Jackson shared the kinds of information his department members ask and his role in representing the department’s part-time faculty. Dr. Jackson spoke about the schedule for submitting time worked and the process he follows for OneUSG. In addition, Dr. Jackson addressed the changes in D2L that many of his department members have been asking about and agreed to share a “cheat sheet” he developed to make the process easier. The information will be emailed out to representatives with the newsletter.

V. Who’s Who - Representatives were given time to meet each other by sharing the answers to three questions about themselves. Those representatives who met more than three people were given KSU Owls

VI. President’s Update - Dr. Lee provided an update on the on-going work with department chairs and directors to secure representatives for the council. She reported that twenty-six of fifty-two departments have representatives, twenty-two of which were in attendance at the PTFC meeting.

The PTFC was invited to work with the Office of Diversity and Inclusion to develop and deliver a pilot workshop on diversity. Dr. Eric Malewski, Dr. Nathalia Jaramillo, Mandy McGrew, and Dr. Lee met with fifteen part-time faculty members to discuss current climate and policies and procedures related to diversity.

Dr. Lee represented the PTFC at the HR Town Hall meeting. No issues related to part-time faculty were discussed.

Dr. Lee attended COCAL conference in August to learn more about the issues and needs of part-time faculty and how to best support part-time faculty. Concerns about pay, timing of teaching assignments, and benefits expressed to her by faculty at KSU were common items for discussion across the states and countries participating in COCAL. She also said that she would like the PTFC to work closely with the KSU Chapter of the American Association of University Professors to develop the voice of the PTFC.

Other items she would like to focus on include recognition of part-time faculty professional accomplishments and parking. Her next steps are to schedule a meeting with Dr. Noble and President Whitten. She asked representatives to learn, to engage, to share, and to educate part-time faculty within their departments so they could better represent them.
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VII. Work Session - Representatives broke into groups to identify issues of concerns that the PTFC should work on this year. The council will use the information to develop prioritized goals for the PTFC. Charts were collected and will be reviewed at the next council meeting.

VIII. CETL Update - Mandy McGrew explained the goals and services offered by the KSU Center for Teaching and Learning. She shared the CETL website, spoke about funding opportunities, noted upcoming events, and demonstrated how to access resources and workshops.

Mandy has designed a survey for part-time faculty which will be open from September 4 to October 5. Representatives should encourage colleagues to participate in the survey.

Mandy will also host short workshops for PTF faculty prior to the PTFC meeting to support communication and technology skills.

IX. Next Steps
   A. The revised bylaws will be shared at the next PTFC meeting.
   B. Amy Buddies will speak to the council.
   A. Dr. Lee will look for a speaker on Intellectual Property
   B. Representatives will communicate with their part-time faculty members by September 15.
   C. The newsletter will be mailed to all part-time faculty prior to the September meeting.

X. Announcements and Questions
   A. Dr. Bartlett spoke about shared governance and communication.
   B. The next meeting will be September 26.

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