



Part-time Faculty Council News and Notes

Volume 5, Issue 2

October 2017



PTFC Meeting
3:30 - 4:45

Clendenin Building
Room 1009

✓ **08-30-2017**

✓ **09-20-2017**

10-25-2017

11-29-2017

01-31-2018

02-28-2018

03-28-2018

04-25-2018



From the President

As we settle into a new season highlighted by the colors of autumn, I value the spirit of collegiality and collaboration that the Part-time Faculty Council (PTFC) officers and representatives share in their work with the council. I treasure the support that we have from the Provost's office via Dr. Ron Matson and from CETL via Mandy McGrew. Most importantly, I am honored that President Olens will speak to the PTFC on October 25.

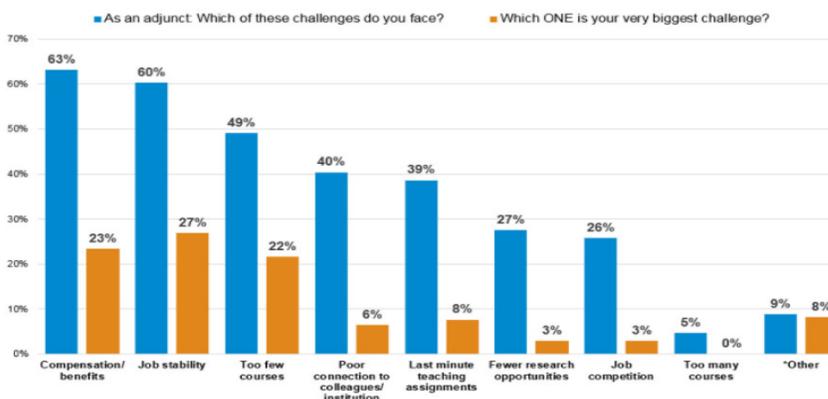
I know that PTFC work comes from the heart and is designed to address the needs of part-time faculty. While each of us works in a different college or department within the same college, we may not experience the same needs or have the same questions about teaching, learning, and working at Kennesaw State University. One group may need office space, and another may need access to technology or professional learning. The graph below highlights the needs of part-time (adjunct) faculty as identified in a study conducted by Cengage Learning. Your PTFC representatives have been asked to establish a regular communication channel with the part-time faculty members that they represent and to ask part-time faculty to identify needs that will improve their teaching and learning. At the October 25th meeting, the council will share the needs of their colleagues, discuss, prioritize and communicate those actionable items to the appropriate university agent. Please seek out your representative or respond to the question for your input. If you do not have a representative for your department and would like to join in the dialogue, contact your department chair and volunteer to represent the department.

Joanne Lee, President

Top challenges of teaching as an adjunct instructor

As you'll see in the chart below, three factors stand out as adjuncts' top challenges.

Top Challenges Faced by Adjunct Instructors



CENGAGE Learning

Spotlight

Awards and Recognition



Dr. Charles R. Jackson, Part-Time Assistant Professor of Music, was recently interviewed by the Yamaha Corporation's SupportedED magazine for an article on effective strategies for teaching sight-reading skills to student musicians in a classroom setting. The article is to be included in the December 2017 issue. Dr. Jackson's ebook entitled The Band Director's Book of Secrets was just published on September 29, 2017, through C.L. Barnhouse Publishing Company, a survival guide for new and young music educators and strives to cover critical information and skills not included in undergraduate courses.



Camelia Courtright, Part-time Assistant Professor of TESOL, has had her dissertation published in book format and it is currently available in 40 countries and 3000 online bookstores as well as ProQuest and NOVA Southeastern University's archives.



Holly Arnold, Part-Time Assistant Professor of TESOL, developed an instructional framework that is presented as a chapter in a book and has an article being published. She will be presenting at the GATE conference, the national edTPA conference in San Jose, CA and her instructional framework has been accepted to an international conference to be held next summer at the University of Athens in Athens, Greece.



The following part-time faculty members have received a Letter of Honor for Making the Greatest Difference in the Lives of One or More Students at KSU.

Holly Arnold, Part-Time Assistant Professor of TESOL

Kathleen Brennan, Part-Time Assistant Professor of Special Education

Joanne Lee, Part-time Assistant Professor of Educational Leadership



Dr. Charles R. Jackson is currently in his 38th year as a professional music educator. After serving 34 years as a Director of Bands, he retired in June of 2013 from the Cobb County School District and accepted the position as a Part-Time Assistant Professor with the Kennesaw State University School of Music. He has served as the Georgia Music Educators Association District 12 Chairman, overseeing state and regional activities of over 300 music faculty and over 24,000 music students. In the spring of 2013, he was one of 217 music educators selected as a quarterfinalist for the Music Educator Award conferred by the Recording Academy and the GRAMMY Foundation. There were only 12 of the 217 from the State of Georgia. Dr. Jackson currently serves as the Organizing Chairman for the Music for All/Bands of America National Middle School Concert Band Festival held each year in Indianapolis, IN. For the past eleven (11) years he has been invited as a guest speaker and clinician for the week-long Music for All/Bands of America Summer Symposium at Ball State University where he instructs music educators from across the United States. He also serves as a guest speaker and clinician for music educators at the 2017 Western Carolina University Summer Symposium. Dr. Jackson has been employed as the guest conductor for auditioned Honor Bands and Regional Bands in Virginia, Tennessee, South Carolina, and throughout the State of Georgia. In addition to the annual invitations received as a conductor, he has also served as an adjudicator for bands and orchestras at the middle school and high school levels in Tennessee, Indiana, and throughout Georgia.

He earned degrees from the University of Southern Mississippi; the University of Illinois, Urbana-Champaign; Georgia State University; and his Doctor of Musical Arts degree from the Shenandoah Conservatory. Dr. Jackson was a principal author for *Teaching Music Through Performance in Middle School Band* published by GIA in 2014; a contributing author for the *InTune Magazine* 2012-2013, and author of *The Band Directors' Book of Secrets* to be published through the Barnhouse Publishing. Dr. Jackson currently teaches all Woodwind and Brass Tech courses for the KSU School of Music and serves as a trumpet clinician for over 400 trumpet students each month in the public and private high schools and middle schools in Cobb County and surrounding areas. In April of 2016, he was appointed as the full-time conductor of the Cobb New Horizons Symphonic Band, an all-adult community band based in Marietta, GA. Honors include: Nationally Registered Music Educator (MENC); Nationally Certified Music Educator (MENC); Who's Who Among America's Teachers (1991, 1996, 2002, 2003, 2006); Teacher of the Year, Garrett Middle School (1997-98). Teacher of the Year, Dodgen Middle School (2004-2005). Dr. Jackson was recognized with a Congressional Proclamation as a Georgia STAR teacher.

Draft Minutes

Meeting Minutes September 20, 2017

Welcome – Dr. Charles Jackson called to order the Part-Time Faculty Council meeting at 3:30PM on September 20, 2017 at Clendenin Building 1009. Chuck welcomed old and new members to the official PTFC meeting. He thanked Derek Brott, Eric Sales, and their team for assisting with AV link between the Kennesaw and Marietta campus's and Michael Lee for assisting with securing a meeting room on the Marietta campus.

Focus – Professional Learning, Visibility, Communication - Communicate with colleagues by 10/1 and copy PTFC officers listed on our website <http://ptfc.kennesaw.edu/representatives.php> . Send a Highlight/Kudo about yourself or a colleague to Becky Simmons by October 1, 2017. Communicate with your colleagues about Needs Assessment. Send results of needs assessment no later than October 15, 2017 to Joanne Lee at jlee102@kennesaw.edu. Yvonne and Rebecca will handle the listserv and website. Yvonne will maintain the website.

Meeting Schedule and Location - was announced and is posted on PTFC website at <http://ptfc.kennesaw.edu/representatives.php>, and posted to the News and Notes.

Who's Who – completed introduction of officers, telling the person two facts and one fiction about yourself. Then have the person guess which of the three is not true. Followed by letting the person know if they were correct, and then moving on to the next person you don't know. Process was repeated. Mandy McGrew – spoke briefly about CETL and the various courses and certification programs available to PTF, free of charge. Dr. Matson - spoke briefly; he mentioned what you teach is based on what your degree is in and what you are qualified to teach from SAC's perspective. Because of increasing enrollment and limited space we are on three-day schedule. Treating everyone equably is why we have to pay the \$23.00 for parking. For further information or questions, you can speak with Eran Fowler regarding parking fees, however there are other ways of utilizing parking at lower cost.

Roles and Responsibilities – No lists were distributed; however, it was discussed for PTFC representatives to -

- Communicate with colleagues by 10/1 and copy PTFC officers
- Send a Highlight/Kudo about yourself or a colleague to Becky 10/1 at rsimmo24@kennesaw.edu
- Conduct a Needs Assessment with your part-time colleagues. Send results of needs assessment to Joanne Lee at jlee102@kennesaw.edu by 10/15

Communication - Rebecca discussed other ways of communicating what is currently being addressed at the PTFC with your constituents, by posting announcements on information boards in the shared offices, having open dialogue with your co-workers when you are in the office together, and encourage PTF to participate and attend the monthly meetings.

Review of Bylaws for Alignment with Charter – The Bylaws and Charter were not in alignment and have to be reviewed for clarification, edited, and or voted on for accuracy to be in alignment with the PTFC's mission and its advocacy for PTF. All concerns, questions, notes should be readily available for discussion and review at the next PTFC meeting October 25, 2017.

Announcements and Questions - Chuck also mentioned that PTFC should remind constituents of the September 29th deadline for the completion of the Annual KSU Mandatory Employee Information Security Awareness Training. Instructions were sent to all faculty on 9-15-17 from the KSU Service Desk. This does apply to ALL KSU faculty.

Tentative visit date from KSU President Olens (*think about questions or other concerns you would like President Olens to address. Submit all correspondence for consideration two-weeks prior to date of President Olens visit to Rebecca at rsimmo24@kennesaw.edu.*)

A request was put forward for Dr. Amy Buddie to speak at the PTFC meeting on October 25th. Update on KSU's Quality Enhancement Plan (QEP).

<http://ptfc.kennesaw.edu>

Vice President Charles Jackson adjourned the meeting at 4:45PM.
Minutes submitted by: Rebecca Simmons

**Minutes are in draft form
until approved at next
council meeting.**

Unemployment Compensation for Contingent Faculty

*From American Association of University Professors, 1133 Nineteenth Street, NW, Suite 200, Washington, DC 20036
Phone: 202-737-5900. aaup@aaup.org. Reprinted with permission.*

New guidance from the United States Department of Labor heightens the potential for faculty on contingent appointments to get unemployment compensation over breaks between semesters. The guidance, [Unemployment Insurance Program Letter No. 05-17](#), explains the unemployment compensation standards applied to contingent faculty members and increases the likelihood that they will be eligible for unemployment.

The AAUP, along with a coalition of other organizations, engaged in a lengthy campaign to inform the labor department of the changed reality of faculty employment on university campuses. This effort included meetings with labor department staff and letters of explanation [from the AAUP and other organizations](#), including the American Federation of Teachers, Communications Workers of America, National Education Association, New Faculty Majority, Service Employees International Union, United Auto Workers, and United Steel Workers. While the new guidance does not address all of the concerns of faculty, it is a significant improvement for contingent faculty.

Most importantly, the guidance addresses a significant issue faced by contingent faculty: when can they receive unemployment compensation during a break between terms (generally the end of the spring term) if they have only a contingent appointment the following term. Federal law explicitly addresses the payment of unemployment compensation for breaks between academic years (generally the summer break) and a faculty member may not be paid unemployment compensation “between academic years or terms, and during vacation periods or holiday recesses within terms, if that employee has a ‘contract’ or ‘reasonable assurance’ of performing services in such educational employment in the following year, term, or remainder of a term.”

Thus, for contingent faculty, the primary relevant factor for determining eligibility for unemployment compensation is whether the faculty member has “a reasonable assurance of employment” in the subsequent semester. If the faculty member has such an assurance, they are generally not eligible for unemployment during the break between semesters; however, if they do not have such an assurance they may be eligible for unemployment compensation starting at the end of their last period of employment. (Of course, the faculty member must meet other eligibility requirements, such as applying for benefits and not having certain other employment.)

The labor department’s last guidance applicable to education employees regarding eligibility when school is not in session, issued in 1986, addressed mainly primary and secondary education and not higher education. The recent guidance, echoing themes articulated by the AAUP for years, explicitly acknowledges that “the employment model educational institutions follow has changed appreciably, particularly for institutions of higher education. In higher education the use of part-time instructors, often referred to as “adjunct” or “contingent” faculty, has increased significantly.”

Recognizing these changed circumstances, the new guidance pays particular attention to contingent faculty. It explains that, in order to deny unemployment to contingent faculty based on a claim of employment in the following semester, the state unemployment compensation office must first determine that three prerequisites are all met: the offer of employment must be genuine and made by an individual with authority to offer employment; the employment offered must be in the same capacity; and the earnings in the following year or term may not be significantly less (generally at least 90%) than the preceding one.

Assuming that these prerequisites are met, the state must determine whether the contract offered constitutes a reasonable assurance of employment. The guidance focuses on the “contingencies” that define contingent appointments. It explains that “If any contingencies in the offer are within the employer’s (i.e., the educational institution’s) control, the state agency must determine the claimant does not have a reasonable assurance.” It then addressed the particular contingencies often faced by contingent faculty. “The Department considers contingencies such as course programming, decisions on how to allocate available

funding, final course offerings, program changes, and facility availability to be within the control of the employer Similarly, offers that contain contingencies that allow employers to retract the offer at their discretion are considered to be within the employers' control The Department considers contingencies based upon circumstances such as enrollment, funding, such as an appropriation for a specific course, and seniority to not be in the employers' control. However, as explained above, if the employer receives a general appropriation and can choose how to allocate those funds, this contingency would be within the employer's control." The labor department also explains how the "state agency must analyze the totality of circumstances to find whether it is highly probable that there is a job available for the claimant in the following academic year or term," and how the state agency must weigh the "contingent nature of the offer."

Finally, the guidance addresses a number of situations particular to higher education faculty: it clarifies how to determine eligibility when faculty provide services for more than one educational employer; it explains that graduate students may also be entitled to unemployment compensation under the same rules, and that while generally graduate students who are enrolled and regularly attending classes would not be eligible for unemployment compensation, some states provide broader coverage; and it provides examples of specific situations applicable to faculty.

Applying this guidance in particular situations is up to the state unemployment agency and its staff. The faculty member seeking unemployment compensation is not required to be an expert in the law, and is not required to "prove" his or her case. As the guidance explains, the burden of proof is not on the claimant to prove whether there was a reasonable assurance, rather this is a determination that the state agency is responsible for making. The faculty member should provide the state with the evidence the faculty member has, particularly any letter or notice of potential appointment. (The faculty member may also want to make the state aware of the guidance if necessary.) The state may ask for additional information from the faculty member or the university. It is the state, as a neutral decision maker, that then does the investigation and research and issues a decision.

As long as the faculty member is honest with the state, and has at least a potential for receiving benefits, there is generally no penalty for applying for unemployment compensation. Therefore, contingent faculty may wish to apply for unemployment compensation if they believe they have any reasonable potential for receiving it.

PTFC Officers

Dr. Joanne Lee	President	jlee102@kennesaw.edu
Dr. Charles Jackson	Vice President	cjack169@kennesaw.edu
Rebecca Simmons	Secretary	rsimmo24@kennesaw.edu
Bryce McGowan	Parliamentarian	bmcgowa4@kennesaw.edu
Yvonne Wichman	Immediate Past President	ywichman@kennesaw.edu

KSU Fall Enrollment 35,018



Undergraduate: 32,166
Graduate: 2,852

Full-time: 25,253
Part-time: 9,765

Male: 51%
Female: 49%



Be Prepared for Anything at Kennesaw State University

By Cherie K. Miller



A part-time faculty member was thrilled to be teaching her first class on the Kennesaw State University Kennesaw Campus. She was scheduled to teach twice a week from 5:00 p.m. – 6:15 p.m.

Her feelings quickly turned to horror the first week of classes when during her second class on this campus she was totally unfamiliar with when a student began to have a seizure. Totally unprepared, this part-time faculty member and the students in class did everything wrong.

- ◆ She called 911 – which seems logical. However, those phone calls route to Cobb County Emergency Services, rather than the on-site Campus Police.
- ◆ The paramedics took at least 20 minutes to arrive, since the callers couldn't identify the building or the room very well and the phone calls had to be routed from Cobb County to KSU Police.

So what's a faculty member to do?

1. Familiarize yourself with the crisis management system at KSU, which includes instructions handling an emergency situation.
2. Enter the Emergency Number for campus police into your phone. That number is 470-578-6666.
3. Download the LIVE SAFE campus safety app which allows you to report concerns, text issues to the campus police. (It may not always be wise to phone someone) and remain in constant contact with the emergency personnel on campus.
4. Follow instructions on what to do when you need to evacuate the building (Fire Alarms) or shelter In place (Tornados or Active Shooter Situations).
5. Use the KSU "Red Flag" system for any concerns you may have about a particular student, staff member or faculty member. This will alert all parties concerned at the same time who are equipped to deal with issues you may have with students. This is for any behaviors and statements that caused you pause that need to be explored by professionals. If you have need of this, the online reporting system is located here: <http://brt.kennesaw.edu/>
6. Know who the Crisis Coordinator is for your building. If you teach on the Kennesaw or Marietta campus during the day (8:00 a.m. – 5:00 p.m.) each of the buildings on campus has trained Crisis Coordinators who can provide support during medical or psychological emergencies.
7. Identify the location of the following in the building where you teach:
 - ◆ Fire Extinguishers
 - ◆ AED for CPR
 - ◆ Crisis Managers
 - ◆

Here's to a happy and safe semester!

Appendix U

Emergency Quick Reference



Department of Public Safety
Office of Emergency Management

EMERGENCY

QUICK REFERENCE GUIDE

CALL: X6666 OR 470-578-6666 OR TEXT 770-356-3866

FIRE

- When a fire alarm sounds, **EVACUATE**
- Gather your personal belongings, if time permits (coats, keys, purse, etc.), and exit the building
- Do **NOT** use elevators
- Use stairs to reach ground level
- Follow all instructions given by Crisis Coordinators wearing orange vests and/or black and gold KSU I.D. badges

EVACUATION

- When evacuation is ordered, follow the directions of Crisis Coordinators, Public Safety, and Campus Administrators.
- Take personal belongings if time permits
- Evacuate in a safe, orderly manner via the closest exit
- Help direct people with special needs to a safe place
- Do **NOT** use elevators to transport people
- Do not re-enter the building until Campus Administrators issue the "ALL CLEAR" message

TORNADO WARNING

- You will receive a message via KSU's mass notification system
- Shelter in place
 - Select an interior room closest to ground level
 - Stay away from exterior doors and windows
 - If in residence halls, move to the lowest level
 - Remain sheltered in place until Campus Administrators give the "ALL CLEAR" message

SHELTER-IN-PLACE

- If outside, seek shelter indoors immediately
- Remain inside for your own safety
- Select interior rooms closest to ground floor
- Stay away from exterior doors and windows
- Do not exit building until Campus Administrators issue the "ALL CLEAR" message

ACTIVE SHOOTER

- Run, hide, or fight
- **DO NOT** activate fire alarms
- Help direct people with special needs to a safe place
- Go to the nearest room or office
- Close, lock, & barricade doors and cover windows
- Silence cell phones
- **DO NOT** answer the door
- Remain calm, quiet and patient
- Remain in a secure location until Campus Administrators issue the "ALL CLEAR" message

SECURE-IN PLACE

- Remain indoors for your own personal safety
- Lock exterior doors
- **DO NOT** exit the building
- Remain in a secure location until Campus Administrators issue the "ALL CLEAR" message
- If outside:
 - Seek shelter inside the building closest to you
 - Stay indoors
 - Go directly to an enclosed, windowless area
 - Help direct people with special needs to a safe place

For small fires, and if trained, use a fire extinguisher and remember P.A.S.S. "Pull, Aim, Squeeze, Sweep"
Pull the pin, **aim** at base of fire, **squeeze** the handle, **sweep** from side to side