



# Part-time Faculty Council News and Notes

Volume 6, Issue 1

September 2018



**2018-2019  
PTFC Meeting  
3:45 - 4:45**

**Clendenin Building  
Room 1009**

~~08-29-2018~~

09-26-2018

10-24-2018

11-28-2018

01-30-2019

02-27-2019

03-27-2019

04-24-2019



### From the President

*Come with me and write the history of Kennesaw State's  
Part-Time Faculty Council.*



### Creating History

The opening pages of our history are filled with the dreams of our founding members, of those who built the structures and processes, of those who walked the first steps, and of those who witnessed history being made. We are teachers and leaders who shape the future with our actions and our words. We are faculty members who help students design their lives and reach beyond the present. We contribute to the mission and goals of Kennesaw State University as we teach and help others to learn. We are Part-Time Faculty.

Walk with us to mold the workplace and the learning environment that fosters intellectual excellence, respect, and collegiality. Create a tradition of inclusion, of open dialogue, and active engagement. Join us as we fill the pages of the 2018-2019 academic year with stories about the journey we take to validate the contributions of part-time faculty toward student and university success.

*Joanne Lee, President*

<http://ptfc.kennesaw.edu>

# Hot Topics



This month's spotlight is on a "missing ingredient" of the Part-Time Faculty Council - **YOUR VOICE**. PFC is the voice of contingent faculty who are dedicated to serving the interests of our students and helping KSU meet its academic goals. Of the fifty-two eligible departments, twenty-eight have named a representative to the council.

Full representation of the part-time faculty is needed to accurately understand how to support you in your role and your department in its mission. If your department does not currently have a representative on the council, consider stepping up to the plate. Contact your department chair and volunteer to serve. The chair will then have the part-time faculty vote you in as an elected representative. For more information, contact Dr. Joanne Lee via email at [jlee102@kennesaw.edu](mailto:jlee102@kennesaw.edu).

## CETL Part-Time Faculty Update



This fall, CETL has a full schedule of workshops, webinars, and book chats that part-time faculty can attend for their own educational development. All CETL workshops are interdisciplinary and apply to faculty in any field, who teach at any level, and who have all levels of experience.

Coming up in the next few weeks, we have the following events that may be of interest to you:

### Creating Transparent Assignments

When we assign students a project or activity, we often take for granted that they will understand what we are asking them to do and why. Students do not always have the skills and ability to determine this, which is why writing assignments with a clear purpose that explains the task in full and provides the criteria on which students will be evaluated is so important. This webinar will explore the TiLT framework for assignment creation. Bring an assignment you currently use in one of your classes to study and revise throughout the session.

- ⇒ Tuesday, September 18, 2018 (11:00am to 12:15pm)
- ⇒ Format: Webinar
- ⇒ Registration: <https://cetl.kennesaw.edu/events/2018/09/18/creating-transparent-assignments>

- ⇒ Thursday, September 20, 2018 (11:00am to 12:15pm)
- ⇒ Format: Workshop (Marietta Campus)
- ⇒ Registration: <https://cetl.kennesaw.edu/events/2018/09/20/creating-transparent-assignments>

### Motivating Students to Succeed

Are your students unprepared for class? Do they fail to turn in simple assignments? Do they seem disengaged? Resentful? How can we get our students to care about our class as much as we do? How do we spark motivation in students who seem "entitled" and "uninterested"?

- ⇒ Tuesday, October 9, 2018 (11:00am to 12:15pm)
- ⇒ Format: Workshop (Kennesaw Campus)
- ⇒ Registration: <https://cetl.kennesaw.edu/events/2018/10/09/motivating-students-succeed>

If these topics interest you, but the timing does not work out, please contact me, Mandy McGrew, for more information or to schedule a one-on-one, confidential teaching consultation.

I look forward to working with you!

Mandy McGrew  
Educational Specialist for Part-time Faculty Support  
[alb1724@kennesaw.edu](mailto:alb1724@kennesaw.edu)

*"I am still learning." - Michelangelo*

# Draft Minutes

## Draft of 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. She introduced Stephen Bartlett, a founder of PTFC.
- 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.
- VII. 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.
- VIII. Dr. Lee represented the PTFC at the HR Town Hall meeting. No issues related to part-time faculty were discussed.
- IX. Dr. Lee attended COCAL conference ([cocalinternational.org](http://cocalinternational.org)) 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.
- X. Other items she would like to focus on include recognition of part-time faculty professional accomplishments and parking. (Mandy McGrew stated that several colleges recognized Outstanding Part-Time teachers.) 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.
- XI. 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.
- XII. 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. (Continued on page 4)

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

# Draft Minutes

## XIII. Continued

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. She encouraged PTF to use the UITS website to register for workshops

Information on activities and 2019 SPACE conference can be found on the CETL workshop. Mandy was also asked to host short workshops for PTF faculty prior to the PTFC meeting to support communication and technology skills.

## XIV. Next Steps

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

## XV. Announcements and Questions

- Dr. Bartlett spoke about shared governance and communication.
- The next meeting will be September 26.

Dr. Joanne Lee adjourned the PTFC monthly meeting at 4:50PM.

*\*Note: Meetings are recorded for accuracy.*



## PTFC Officers

Dr. Joanne Lee	President	<a href="mailto:jlee102@kennesaw.edu">jlee102@kennesaw.edu</a>
Dr. Charles Jackson	Vice President	<a href="mailto:cjack169@kennesaw.edu">cjack169@kennesaw.edu</a>
	Secretary	
NeCall Wilson	Parliamentarian	<a href="mailto:nwilso46@kennesaw.edu">nwilso46@kennesaw.edu</a>
Yvonne Wichman	Immediate Past President	<a href="mailto:ywichman@kennesaw.edu">ywichman@kennesaw.edu</a>

# Scheduling Grid

## New Patterns for Course Schedules

Based on a study of space utilization, Kennesaw State University classes will follow the above patterns for Blocks A, B, and C. These patterns for class meetings are aligned with student course requests and are designed to increase student access to required and elective courses during the school day. The pattern of course times is also tied to specific days of the week and format.

### Fall and Spring Semester Scheduling Grid

Time	Block A MWF <i>Before 3:30 PM - 50 mins, 3 Days a Week 3:30 PM Forward - 75 mins, 2 Days a Week</i>		Block B TR		Block C <i>One Day a Week</i>			
	Start Time	End Time	Start Time	End Time	MWF Options		TR Options	
					Start Time	End Time	Start Time	End Time
8:00 AM	8:00 AM	8:50 AM	8:00 AM	9:15 AM			8:00 AM	10:45 AM
9:00 AM	9:05 AM	9:55 AM						
10:00 AM	10:10 AM	11:00 AM	9:30 AM	10:45 AM				
11:00 AM	11:15 AM	12:05 PM	11:00 AM	12:15 PM	9:30 AM	12:15 PM		
12:00 PM	12:20 PM	1:10 PM					11:00 AM	1:45 PM
1:00 PM	1:25 PM	2:15 PM	12:30 PM	1:45 PM				
2:00 PM	2:30 PM	3:20 PM	2:00 PM	3:15 PM	12:30 PM	3:15 PM		
3:00 PM	3:30 PM	4:45 PM	3:30 PM	4:45 PM			2:00 PM	4:45 PM
4:00 PM								
5:00 PM	5:00 PM	6:15 PM	5:00 PM	6:15 PM	3:30 PM	6:15 PM		
6:00 PM	6:30 PM	7:45 PM	6:30 PM	7:45 PM			5:00 PM	7:45 PM
7:00 PM								
8:00 PM	8:00 PM	9:15 PM	8:00 PM	9:15 PM	6:30 PM	9:15 PM		
9:00 PM							8:00 PM	10:45 PM

\* Beginning at 3:30pm in Block A, sections are offered on a seventy-five minute two day a week meeting schedule

#### Legend

M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

## Time Card Dates 2018 - 2019



### Part-Time Faculty Payroll Schedule – Part Time/Adjunct Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2018	Jan 22, 2018	Jan 23, 2018	Jan 31, 2018
Feb 2018	Feb 19, 2018	Feb 20, 2018	Feb 28, 2018
Mar 2018	Mar 15, 2018	Mar 16, 2018	Mar 30, 2018
Conversion to PeopleSoft (OneUSG Project)			
Apr 2018	Apr 19, 2018	Apr 20, 2018	Apr 30, 2018
May 2018	May 21, 2018	May 22, 2018	May 31, 2018
June 2018			
July 2018			
Aug 2018	Aug 22, 2018	Aug 23, 2018	Aug 31, 2018
Sept 2018	Sept 19, 2018	Sept 20, 2018	Sept 28, 2018
Oct 2018	Oct 22, 2018	Oct 23, 2018	Oct 31, 2018
Nov 2018	Nov 19, 2018	Nov 20, 2018	Nov 30, 2018
Dec 2018	Dec 18, 2018	Dec 19, 2018	Dec 31, 2018