

Part-Time Faculty Council

Meeting Minutes January 31, 2018

- I. Welcome – Dr. Joanne Lee called the Part-Time Faculty Council monthly meeting to order at 3:35PM on January 31, 2018 in room 1009 in the KSU Clendenin Building.
- II. Approval of the Minutes – The minutes from November 29, 2017 were adopted as posted.
- III. National Conference and Undergraduate Research - Dr. Amy Buddie, Director, Office of Undergraduate Research Professor and Professor in the Department of Psychology and Dr. Chris Cornealson shared information on the National Conference and Undergrad Research schedule for April 11, 2019 through April 12, 2019. KSU will host the annual conference, and it will be the largest ever hosted by KSU. Part-time Faculty and students are encouraged to participate, Part-time are invited to help review the student abstracts from various departments. To learn more about the plan, visit the website at <http://research.kennesaw.edu/our/ncur2019.php>. A copy of the PowerPoint presentation presented by Dr. Buddie will be sent to PTFC representatives.
- IV. President’s Report – Dr. Lee spoke about the importance of collaborative effort to keep all part-time faculty (PTF) apprised of current discussions and activities going on with PTF and PTFC at the local level as well keeping constituents apprised of what is going on at the national level regarding PTF. Dr. Lee expressed the importance of staying updated and accessing faculty senate information by logging in to the Faculty Senate website to read the minutes at <http://facultysenate.kennesaw.edu/meetings/faculty-senate.php>. Dr. Lee also reported that PTFC is a part of the faculty shared governance.

The PTFC has been invited to serve on the University Council.
- V. Work Session on Charter, Bylaws, and University Handbook – Dr. Lee also discussed the status of the PTFC Charter, Bylaws, and Handbook. Dr. Charles Jackson presented the proposed amendments to the bylaws and university handbook; discussion centered on establishment of a quorum. The PTFC determined that a vote of 50+1 is needed to conduct business. The motions to adopt the amendments as proposed revisions to the bylaws and university handbook revisions for alignment with current operating procedures for PTFC and faculty senate were approved
- VI. CETL – Mandy McGrew will have a column in the monthly newsletter. Mandy reminded PTFC of upcoming programs, SPACE and PTF Teaching Academy. All PTF are encouraged to participate. The SPACE symposium is June 9, and the deadline for application is February 25, 2018. SPACE is a professional development program that PTF can participate in by presenting up to 30-minutes; participants are from around the country. You can visit the CETL website for more information at <https://cetl.kennesaw.edu/events/upcoming>.
- VII. Next Steps
 - A. Special guest speakers for future meetings include – Dr. Jim Pope, Dr. Andrew Piper, Dr. Randy Kennedy
 - B. PTFC needs a new Parliamentarian
 - C. Send a Highlight/Kudo about yourself or a colleague to Becky 2/16
 - D. Next Meeting Date 2/28

Part-Time Faculty Council

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

Minutes submitted by Secretary: Rebecca Simmons

Approved: February 28, 2018

**Note: Meetings are recorded for accuracy.*

Meeting Dates

02-28-2018	3:30pm-4:45pm	Clendenin 1009
03-28-2018	3:30pm-4:45pm	Clendenin 1009
04-25-2018	3:30pm-4:45pm	Clendenin 1009

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Dr. Charles Jackson	Vice President	cjack169@kennesaw.edu
Rebecca Simmons	Secretary	rsimmo24@kennesaw.edu
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<http://ptfc.kennesaw.edu>