

Part-Time Faculty Council

Meeting Minutes February 28, 2018

- I. Welcome – Dr. Joanne Lee called the Part-Time Faculty Council monthly meeting to order at 3:45PM on February 28, 2018 in room 1009 in the KSU Clendenin Building.
- II. Approval of the Minutes – The minutes from January 31, 2018 were adopted as posted.
- III. Dr. Lee attended the Faculty Senate meeting on February 26. All PTFC are welcome to see minutes from the Faculty Senate on their website at <http://facultysenate.kennesaw.edu/meetings/faculty-senate.php>. She reported that there will be a 50% reduction in e-tuition income. Dr. Harmon stated that there has not been a final decision to date; however, this reduction will affect the full-time and part-time faculty and both graduate and undergraduate students. No final decision has been made. Other items of interest are as follows:
 - a. Moratorium of New Programs – The process for approving new programs is being reviewed; therefore, there is a moratorium on new programs at KSU.
 - b. Salary Study – Phase 2 of a university salary study for tenured full-time faculty will be launched. It does not include PTF.
 - c. Campus Climate Study – The planned Climate Study has been rescheduled for the fall. It will be done under the new leadership to reflect current rather than historical views.
 - d. Presidential Search Committee – The Faculty Senate discussed the Presidential Search Committee process and requested more transparency so there would be no doubt about candidates. The Faculty Senate passed two resolutions. One was to formally request that finalists should be invited to campus. The second resolution was to write a letter to the BOR expressing concerns about process being used. Reserved Parking - Those who have reserved parking and were/are concerned about other drivers using their personal reserved parking spaces, and the offender(s) were not ticketed, will get reimbursed for the inconvenience.
- IV. PTFC Bylaws and Handbook Revisions - The proposed changes to the PTF handbook and the bylaws verbiage will be addressed at next faculty senate meeting as time did not permit Dr. Lee to present or answer questions.
- V. Guest Speaker: Dr. Jim Cope, Executive Director, Distance Learning Center – Distance Learning at KSU began in 2010 and now has 92 online programs. Dr. Cope shared various general resources used by his department that would work well with hybrid, online or face to face classes. For further information, click here [Distance Learning Center](#), and you will find resources and other useful information to help you become a more effective instructor in the online learning environment. Dr. Cope also mentioned the importance of online learning tools being accessible to all students; it has been a federal law since 1999. Jordon Cameron and Megan Gibbs provide workshops to help you learn how to use technology to make courses accessible for students, including Cultural Media Space, closed captioning, and editor – voice to text. 504 is also an area to be aware of for students who need accommodations specific to the students learning needs. These resources are in alignment with the ADA.
- VI. Guest speaker: Dr. Walt Justice – Instructional Designer at Bagwell Education - Dr. Justice is one of the first live point of contact persons to help fix problems associated with faculty online support. Dr. Justice covers areas of D2L, Soft Chalk and provides general videos and training modules that you can access to help fix a variety of technological issues.

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- VII. Guest speaker: Dr. Randy Kennedy, Student Athletic Success Director – This department keeps up with student athletes and their academic success. The SAS department sends out monthly inquiries for instructors to fill in to keep the athletic department apprised of student progress or lack thereof. He is available to support instructors with issues related to academic, social, and developmental performance of athletes.

- VIII. Guest speaker: Dr. Andrew Piper – President, Kennesaw chapter of the American Association of University Professors (AAUP). AAUP is a national organization. AAUP has no formal role with decision making on the campus. The association focuses on shared governance, working closely to provide best practices, support administrative review, and actively advocate for academic freedom for faculty. Although AAUP has no formal power, it is a conduit in communicating general concerns to the appropriate persons. It hosts several social events, and 2-4 business meetings throughout each semester. All are welcome. The information is posted on KSU Inform. Click here [AAUP](#) if you want to go directly to the website for further information. Another group the PTF may be able to go to if there are some concerns that they would like to communicate is the Department Faculty Council (DFC). “Faculty Councils (DFCs) are a part of the shared governance structure of KSU.”

- IX. New Parliamentarian – Necall Wilson has agreed to serve as the parliamentarian.

- X. Charter, Bylaws, and University Handbook –Dr. Jackson discussed the status of the PTFC Charter, Bylaws, and Handbook. The proposed amendments to the bylaws and university handbook were not voted on at the Faculty Senate meeting. A new amendment has been proposed. Currently, voting is currently done by a show of hands. A motion to include electronic voting was made and seconded. Electronic voting would help make official decisions regarding PTFC issues more inclusive and accessible. The motion passed and will be presented by Dr. Lee at the next Faculty Senate meeting.

- XI. Next Steps
 - a. Guest speaker TBD.
 - b. Send a Highlight/Kudo about yourself or a colleague to Becky 3/16
 - c. Next Meeting Date 3/28 at 3:45.

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

Minutes submitted by Secretary: Rebecca Simmons

Approved: March 28, 2018

**Note: Meetings are recorded for accuracy.*

Meeting Dates

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

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

<http://ptfc.kennesaw.edu>