

# Part-Time Faculty Council

## Meeting Minutes

March 28, 2018

- I. Welcome – Dr. Joanne Lee called the Part-Time Faculty Council monthly meeting to order at 3:45PM on March 28, 2018 in room 1009 in the KSU Clendenin Building. Dr. Lee introduced guests from Coles College of Business who are writing a paper on meetings at KSU.
  
- II. President’s Report - Dr. Lee attended the Faculty Senate meeting on March 26. She reported the following:
  - A. The first speaker was Dr. Linda Noble, Interim Provost, who spoke student growth and quality programs, and she addressed the “deactivation” of culinary arts program. Dr. Linda Nobel did mention that no deactivation has occurred but that the course is in review for substantive changes. Dr. Nobel stated that programs that need to be looked at for substantive changes will have to go to Board of Regents for approval. Dr. Matson said that you can change a course, but you cannot make substantive changes without the Board of Regents approval. There will be a clear definition of substantive changes forthcoming.
  - B. Dr. Noble explained that a letter expressing concerns about freedom of expression at KSU had been sent by the Chancellor.
  - C. Dr. Ron Matson provided an overview on the status of Digital Measures. Ron Mathis explained that there are two parts to digital measures that are currently being used by full-time faculty for annual reviews and tenure promotion and by both full and part-time faculty for course evaluation. Effective July 2018, KSU will be using eXplorance Blue for teacher evaluations. Digital measure will be closed.
  - D. Salary Study Phase Two – The study has been extended to include lecturers and assistant lecturers.
  - E. Presidential Search Committee Update is posted online.
  - F. Intellectual property – Questions about the proposed edits to the KSU policy on intellectual property were answered. Faculty are encouraged to review and be prepared to vote on the policy. The policy addresses ownership of intellectual property produced in conjunction with KSU and as an individual faculty member. Dr. Lee suggested that the PTF might need to have this information especially in regard to their work, copywriting rules, or using someone else’s material, The council voted to have someone speak at next meeting regarding insight on intellectual property.
  - G. PTFC Bylaws were approved on Tuesday, March 27, 2018. Dr. Lee extended a special thank you to Ron Mathis, Ken White, President Joya Carter Hicks, and Jennifer Purcell for their support in revising and assisting with the process to gain Faculty Senate approval of the bylaws.

Please refer to the Faculty Senate website for full details of the meeting.

- III. OneUSG – Various calls and emails have come in regarding activation of OneUSG. PTF will be activated to utilize the services as of April 1. PTF should use ADP for March. If you did not do it, please put in an amendment for adjustment for your salary. The form is located located at [www.payroll.kennesaw.edu](http://www.payroll.kennesaw.edu). Follow appropriate prompts. You will not be penalized for late submission.

An official email was sent to all faculty [www.oneusgconnect.usg.edu](http://www.oneusgconnect.usg.edu). Check OneUSG and update your profile as soon as possible. You can also go to the Human Recourses website at [www.kennesaw.edu/hr](http://www.kennesaw.edu/hr). Dr. Lee provided the dates for submission of time cards.

# Part-Time Faculty Council

## 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
<b>Conversion to PeopleSoft (OneUSG Project)</b>			
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

HR has been invited to come to the next PTFC meeting as well as to clarify how to use the new ONE USG system. All part-time faculty are invited to this meeting as well.

- IV. SPACE – Mandy McGrew of CETL is still accepting proposals for presentations for this year’s event on June 9. CETL will support upwards of 100 faculty attendance. Registration will be funded by CETL. Complete all applicable information for registration to be accepted.
- V. Professional Learning Activity - NeCall Wilson, PTFC Parliamentarian, spoke about the professional use of LinkedIn and how it can be used as a resource to connect with other professionals, to network, and to help stay current with the changing world of technology, other businesses/universities, as well as your constituents near and far.
- VI. Next Steps
  - A. Communicate with colleagues by 4/16 and copy PTFC officers
  - B. Send a Highlight/Kudo about yourself or a colleague to Becky 4/16
  - C. Meeting Date 4/25

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

Minutes submitted by Secretary: Rebecca Simmons

Approved: April 25, 2018

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

### Meeting Dates

04-25-2018	3:30pm-4:45pm	Clendenin 1009
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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>
Rebecca Simmons	Secretary	<a href="mailto:rsimmo24@kennesaw.edu">rsimmo24@kennesaw.edu</a>
Yvonne Wichman	Immediate Past President	<a href="mailto:ywichman@kennesaw.edu">ywichman@kennesaw.edu</a>

<http://ptfc.kennesaw.edu>