

Part-Time Faculty Council

Meeting Minutes

August 30, 2017

I. Welcome

PTFC President Joanne Lee called to order the Part-Time Faculty Council meeting at 3:30PM on August 30, 2017 at Clendenin Building. Joanne welcomed old and new members to the official PTFC meeting. She thanked and asked Vice President Dr. Chuck Jackson to explain the connection with the Marietta campus. Future meetings will be set up to allow representatives on the Marietta campus to actively participate in the meetings.

II. Charter and Bylaws

The PTFC Charter and Bylaws were presented as the council's founding documents and guide for operations. Officers and critical friends Gail Scott, Todd Harper, and Mandy McGrew were introduced. Dr. Matson's role with the council was explained. Joanne indicated that the address for the chapter website was listed at the bottom of the agenda. Past minutes and newsletters are posted there.

III. Meeting Schedule and Location

The meeting schedule and location were posted.

IV. Review of PTFC Accomplishments

Dr. Lee provided an overview of PTFC accomplishments under the leadership of Immediate Past President Yvonne Wichman. These items included awards for part-time faculty, reduced parking rates for part-timers, and representation on merger committee.

V. Who's Who

Officers and representatives participated in a meet and greet "Oh-Shift" icebreaker and introduced themselves to the group. Secretary Rebecca Simmons spoke about the sign-in process and asked permission to record the session for the purpose of providing accurate minutes. Representatives agreed to have the meeting recorded.

VI. Roles and Responsibilities

PTFC members discussed why they are a part of the council and what their expectations are regarding the PTFC's future development in advocating for part-timers. Each representative present was given a copy of part-time employee names by college and department(s) for PTFC representatives to follow-up with and share council information. Chuck shared the types of communication that he sends out to his departments.

VII. Communication

Secretary Rebecca Simmons spoke about the types of information that are available on the website including PTFC meeting times, chapter agendas, and newsletter. All correspondence with representatives will be sent via email on PTFC listserv. Yvonne and Rebecca will handle the listserv and website. Yvonne will maintain the website.

Rebecca will maintain and post the PTFC 'News and Notes' September issue newsletter. Representatives were asked to send in any inclusions for review and consideration one-week after each monthly meeting. The newsletter will be sent to representatives who will send it to their part-time faculty. Representatives were encouraged to add a page with information pertinent to their departments.

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VIII. Focus

Joanne explained that her focus for the next two years is to advocate for increased opportunities for professional learning for part-time faculty, to maintain visibility of PTFC, and to enhance communication among part-time faculty. Joanne discussed the need for professional learning programs and financial-aid support like Tuition Assistance Programs (TAP) for part-time employees. She introduced Mandy McGrew of the Center for Excellence in Teaching and Learning (CETL) who will continue to contribute information and update PTFC on the various programs that CETL facilitates and offers to PTF to support the growth and development of KSU part-time faculty. She will share her brochure at the next meeting. Joanne hopes that we can help PTF to develop professional skills in teaching.

Visibility and active participation within the university and departments were encouraged. Representatives were asked to highlight accomplishments and engagement with University Life by sending items to Rebecca for the newsletter.

Communication with the part-time faculty on the list provided is a first step. Representatives were asked to send out PTFC newsletter by 9/15 and copy officers on their email group. They were also asked to conduct a Needs Assessment of part-time colleagues to find out what to address by 9/30. Highlights about individual faculty accomplishments should be sent to Rebecca by 10/15.

The PTFC will continue to advocate for awards and recognition to PTF annually, continue to work on obtaining reduced parking rates for PTF, and revive annual Retreat and Social. We need volunteers for this effort.

IX. Next Steps

Joanne asked Chuck to chair a committee to review bylaws for alignment with charter and facilitate a discussion at September 20 meeting. Elizabeth Jamison (new member) volunteered to help update PTFC Bylaws information.

- NeCall Wilson (new member) volunteered to help with publicist referral information.
- Representatives should communicate with colleagues by 9/15 and copy PTFC officer.
- Representatives should conduct a Needs Assessment with part-time colleagues and send results of needs assessment to Joanne Lee at jlee102@kennesaw.edu by 9/30

X. Announcements and Questions

President Olens is tentatively scheduled to meet with the PTFC on October 25, 2017. Send any questions or concerns you would like President Olens to address to Rebecca at rsimmo24@kennesaw.edu two-weeks prior to date of President Olens visit . He is also tentatively scheduled to meet with the council on March 28, 2018 3:30 PM – 4:45 PM.

The annual SPACE conference will be held June 9, 2018 more information to follow from Mandy McGrew.

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

Minutes submitted by: Becky Simmons

Minutes approved by: Approved without corrections by unanimous vote on 9-20-17

Note: Meetings will be recorded for accuracy, approval by vote on 8/30/2017 by PTFC members