

Part-Time Faculty Council

Agenda August 30, 2017

- I. Welcome
- II. Charter and Bylaws
- III. Meeting Schedule and Location

| PTFC Meeting Date | Time | Location |
|--------------------------|-----------------|-----------------|
| 08-30-2017 | 3:30pm - 4:45pm | Clendenin 1009 |
| 09-20-2017 | 3:30pm - 4:45pm | Clendenin 1009 |
| 10-25-2017 | 3:30pm - 4:45pm | Clendenin 1009 |
| 11-29-2017 | 3:30pm - 4:45pm | Clendenin 1009 |
| 01-31-2018 | 3:30pm - 4:45pm | Clendenin 1009 |
| 02-28-2018 | 3:30pm-4:45pm | Clendenin 1009 |
| 03-28-2018 | 3:30pm-4:45pm | Clendenin 1009 |
| 04-25-2017 | 3:30pm-4:45pm | Clendenin 1009 |

- IV. Review of PTFC Accomplishments
- V. Who's Who
- VI. Roles and Responsibilities
- VII. Communication
- VIII. Focus – Professional Learning, Visibility, Communication
- IX. Next Steps
 - A. Review Bylaws for Alignment with Charter for discussion at September 20 meeting
 - B. Communicate with colleagues by 9/15 and copy PTFC officers
 - C. Conduct a Needs Assessment with your part-time colleagues
 - D. Send results of needs assessment to Joanne Lee at jlee102@kennesaw.edu by 9/30
 - E. Send a Highlight/Kudo about yourself or a colleague to Becky 9/30
- X. Announcements and Questions

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| Dr. Joanne Lee | President | jlee102@kennesaw.edu |
| Dr. Charles Jackson | Vice President | cjack169@kennesaw.edu |
| Rebecca Simmons | Secretary | rsimmo24@kennesaw.edu |
| Bryce McGowan | Parliamentarian | bmcgowa4@kennesaw.edu |
| Yvonne Wichman | Immediate Past President | ywichman@kennesaw.edu |

<http://ptfc.kennesaw.edu>