

Part-Time Faculty Council

Minutes August 29, 2018

- I. Welcome - Dr. Lee welcomed new and returning Part-Time Faculty Council representatives to the meeting. She introduced the current officers and reviewed the purpose, mission, content and format of the PTFC meetings. Dr. Lee announced that the position of secretary is open. She introduced Stephen Bartlett, a founder of the PTFC.
- II. Approval of Minutes - Minutes from the May 10, 2018 meeting were approved as presented.
- III. Meeting Schedule and Location - A copy of the May newsletter as well as the schedule for PTFC meetings was presented. UITS supports the process of linking the Marietta and Kennesaw campuses for the meeting.
- IV. Roles and Responsibilities - Dr. Jackson shared the kinds of information his department members ask and his role in representing the department's part-time faculty. Dr. Jackson spoke about the schedule for submitting time worked and the process he follows for OneUSG. In addition, Dr. Jackson addressed the changes in D2L that many of his department members have been asking about and agreed to share a "cheat sheet" he developed to make the process easier. The information will be emailed out to representatives with the newsletter.
- V. Who's Who - Representatives were given time to meet each other by sharing the answers to three questions about themselves. Those representatives who met more than three people were given KSU Owls
- VI. President's Update - Dr. Lee provided an update on the on-going work with department chairs and directors to secure representatives for the council. She reported that twenty-six of fifty-two departments have representatives, twenty-two of which were in attendance at the PTFC meeting.

The PTFC was invited to work with the Office of Diversity and Inclusion to develop and deliver a pilot workshop on diversity. Dr. Eric Malewski, Dr. Nathalia Jaramillo, Mandy McGrew, and Dr. Lee met with fifteen part-time faculty members to discuss current climate and policies and procedures related to diversity.

Dr. Lee represented the PTFC at the HR Town Hall meeting. No issues related to part-time faculty were discussed.

Dr. Lee attended COCAL (cocalinternational.org) conference in August to learn more about the issues and needs of part-time faculty and how to best support part-time faculty. Concerns about pay, timing of teaching assignments, and benefits expressed to her by faculty at KSU were common items for discussion across the states and countries participating in COCAL. She also said that she would like the PTFC to work closely with the KSU Chapter of the American Association of University Professors to develop the voice of the PTFC.

Other items she would like to focus on include recognition of part-time faculty professional accomplishments and parking. (Mandy McGrew stated that several colleges recognized Outstanding Part-Time teachers.) Her next steps are to schedule a meeting with Dr. Noble and President Whitten. She asked representatives to learn, to engage, to share, and to educate part-time faculty within their departments so they could better represent them.

Part-Time Faculty Council

VII. Work Session - Representatives broke into groups to identify issues of concerns that the PTFC should work on this year. The council will use the information to develop prioritized goals for the PTFC. Charts were collected and will be reviewed at the next council meeting.

VIII. CETL Update - Mandy McGrew explained the goals and services offered by the KSU Center for Teaching and Learning. She shared the CETL website, spoke about funding opportunities, noted upcoming events, and demonstrated how to access resources and workshops.

Mandy has designed a survey for part-time faculty which will be open from September 4 to October 5. Representatives should encourage colleagues to participate in the survey. She encouraged PTF to use the UITS website to register for workshops

Information on activities and 2019 SPACE conference can be found on the CETL workshop. Mandy was also asked to host short workshops for PTF faculty prior to the PTFC meeting to support communication and technology skills.

IX. Next Steps

- A. The revised bylaws will be shared at the next PTFC meeting.
- B. Amy Buddie will speak to the council.
- A. Dr. Lee will look for a speaker on Intellectual Property
- B. Representatives should communicate with their part-time faculty members by September 15.
- C. The newsletter will be mailed to all part-time faculty prior to the September meeting.

X. Announcements and Questions

- A. Dr. Bartlett spoke about shared governance and communication.
- B. The next meeting will be September 26.

Minutes submitted by Vice-President: Charles Jackson from recording

Approved: September 25, 2018

Dr. Joanne Lee	President	jlee102@kennesaw.edu
Dr. Charles Jackson	Vice President	cjack169@kennesaw.edu
	Secretary	
NeCall Wilson	Parliamentarian	nwilso46@kennesaw.edu
Yvonne Wichman	Immediate Past President	ywichman@kennesaw.edu

<http://ptfc.kennesaw.edu>

Representatives and Guests Present August 29, 2018

Bagwell College of Education	Present
1. Educational Leadership	Joanne Lee
2. Elementary and Early Childhood Education	
3. Inclusive Education	Holly Arnold
4. Instructional Technology	Jim Chivacci
5. Secondary and Middle Grades Education	Joanne Lee
Coles College of Business	
6. Accountancy	Laurie Ereddia
7. Information Systems	

Part-Time Faculty Council

8. Economics, Finance and Quantitative Analysis	
9. Management and Entrepreneurship	
10. Marketing and Professional Sales	NeCall Wilson
College of Architecture and Construction Management	
11. Architecture	
12. Construction Management	
College of Computing and Software Engineering	
13. Computer Science	
14. Information Technology	Diana Rabah
15. Software Engineering and Game Development	
College of Humanities and Social Sciences	
16. Communication and Media	Gala Jackson
17. English	
18. Foreign Languages	Alberto Lucchi
19. Geography and Anthropology	
20. Government and International Affairs	Veronica Luckow
21. History and Philosophy	Diana Honey
22. Interdisciplinary Studies	Hallie Eberlein*
23. Psychology	
24. Sociology and Criminal Justice	Barry Morgan
25. Technical Communication and Interactive Design	Ginger Sinton
College of Science and Mathematics	
26. Chemistry and Biochemistry	
27. Ecology, Evolution, and Organismal Biology	
28. Mathematics	Nelda Hadaway
29. Molecular and Cellular Biology	
30. Physics	
31. Statistics and Analytical Sciences	Melody Pankhurst
College of the Arts	
32. Art and Design	Chris Hall
33. Dance	Martha Goodman
34. Music	Charles Jackson
35. Theatre and Performance Studies	
Southern Polytechnic College of Engineering and Engineering Technology	
36. Civil and Construction Engineering	
37. Computer Engineering	
38. Electrical Engineering	Michael Lee
39. Engineering Technology	
40. Mechanical Engineering	
41. Mechatronics Engineering	
42. Systems and Industrial Engineering	

Part-Time Faculty Council

University College	
43. Culinary Sustainability and Hospitality	
44. Dual Enrollment Program	
45. First-Year and Transition Studies	
46. Leadership and Integrative Studies	Keesha Burke-Henderson
WellStar College of Health and Human Services	
47. Exercise Science and Sport Management	NA
48. Health Promotion and Physical Education	Tom Bell
49. Social Work and Human Services	NA
50. WellStar School of Nursing	
Ex-Officio and Guests	
51. Office of Provost	
52. CETL	Mandy McGrew
53. CHSS	Stephen Bartlett