

Part-Time Faculty Council

Meeting Minutes

April 25, 2018

- I. Welcome – Dr. Joanne Lee called the Part-Time Faculty Council monthly meeting to order at 3:45PM on April 25, 2018 in room 1009 in the KSU Clendenin Building. She introduced guests from Human Resources Amy Phillips, Acting Director, Human Resources Services Benefits & Employment Services; Jessica Becker, Human Resources Business Partner; and Lynn Lamanac, Director of Faculty & Academic Services.

- II. President's Report -
 - A. Faculty Senate Report - Dr. Lee attended the Faculty Senate meeting on Monday, April 23.
 1. Dr. Harmon spoke about his meeting with state legislators regarding KSU policies. He said some of the issues addressed were about due process and freedom of speech. Dr. Harmon said that the university was working with a consultant regarding these issues. Budget allocations have been made. The supplement for online teaching will be provided through summer semester 2018 and eliminated as of fall 2018. Monday, Wednesday, and Friday classes will continue if they have already been implemented. This change in format will not have any effect on the salary of part-time faculty.
 2. Dr. Linda Noble confirmed that the culinary program is back in place for declared majors. She discussed the need for the university to control growth and maintain program quality. The curriculum review process is being reviewed. She is visiting colleges to answer questions and gain input on matters related to quality programs and processes. She mentioned that Quality Matters could be utilized in face-to-face courses as well. In the fall, the new KSU president will hire deans for College of Humanities, the College of the Arts, and other interim positions. Current, active dean searches will continue under current leadership.
 3. Ron Matson spoke about Digital Measures. Effective July 1, 2018 KSU will switch to eXplore Blue which will affect PTF for course evaluations only. There will be some training available for everyone for the new eXplore Blue system.
 4. Meihua Zhai answered questions about the faculty salary study. She said that multiple measures were being used to assess current program health. A senator expressed a concern about the inclusion of teaching faculty on the committee.
 5. Danielle Brueher reviewed a proposed change in the residency requirements and the need to align requirements consistently across documents and be in compliance for the upcoming SAC's study.
 6. A motion to provide electronic updates on agenda items F through I was approved.
 7. Faculty Senate elections were conducted. Jennifer Purcell will be the president of the Faculty Senate in the fall. Jennifer started out as a part-time employee, and she will attend the first PTFC meeting in the fall. Dr. Lee will be the liaison between FSC and the PTFC.
 8. Emeritus status will now be available to both tenured and non-tenured retirees.
 9. Dr. Andrew Pieper discussed a change in the schedule for the evaluation of administrators. A motion to request that the committee consider a change to every two years was approved. PTF are not included in the evaluation of administration.

 - B. Meeting with Department Chairs and Directors – Dr. Lee met with the Chairs and Directors from various departments regarding PTFC representation. The Chairs requested that we send the meeting minutes and news letters to each department head so that they can be informed about who we are and what we do. Dr. Lee agreed to send the newsletters to the president of the group for distribution.

 - C. To increase communication, Dr. Matson said he would provide the list of active PTF to the PTFC.

Part-Time Faculty Council

- III. Meeting Schedule 2018-2019 - Dr. Jackson presented the PTFC meeting schedule for next year. He designed it around the fourth Wednesday of the month and reserved Clendenin 1009. The schedule does not align with the tentative schedule for the Faculty Senate. He will reserve the room for the additional dates and release the room on the dates not needed. The dates and meeting time will be finalized and communicated as soon as Dr. Lee has the information.
- IV. Guest Speaker - Dr. Ken Harmon interim president KSU does not see a lot of change in the short term. Although there has been some talk about dependence on part-time faculty, Dr. Harmon confirmed that the part-time faculty are still needed. Applications are very high, and earlier decision dates are effective. KSU is using the fixed seat model, making KSU more competitive for students to enter. The freshmen index must be met, and an enrollment deposit is required. ACT/SAT and GPA of high school index are the main variables for meeting the freshmen entrance requirement. Students who may meet standard requirements for freshmen entrance will be on the wait list for admission. Undocumented students may be placed on the wait list. In response to Dr. Lee's question about what the Part-Time Faculty Council needs to focus on in the coming semester, Dr. Harmon suggested that PTFC should create more publicity to help them know that they have a voice and to continue with professional development ideas. There is also an interest in developing online modules for issues like freedom of speech.
- V. OneUSG Update - Amy Philips, Lynn Lamanac, and Jessica Becker explained the process for accessing and recording time on One USG. The email address www.oneusgconnect.usg.edu will open the portal for faculty. The same process for recording time will be used. The guide that Dr. Jackson created will be reviewed for use within the university.
- VI. SPACE – Registration is still open.
- VII. Next Steps
- A. Representatives were asked to submit ideas for guest speakers.
 - B. Send a Highlight/Kudo about yourself or a colleague to Joanne Lee.
 - C. Next Meeting Date 8/2018 official date to be determined.
 - D. Next newsletter will be in the fall.

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

Minutes submitted by Secretary: Rebecca Simmons

Approved: August 29, 2018

**Note: Meetings are recorded for accuracy.*

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