

# Part-Time Faculty Council

## Minutes January 13, 2019

- I. **Welcome** - Dr. Lee called the meeting to order at 3:45.
- II. **Approval of Minutes** – The minutes from the October 31<sup>st</sup> meeting were presented. Because the December meeting was cancelled, the council agreed to have the minutes sent out to PTFC representatives for an electronic vote. They will be sent out in the upcoming newsletter and members agreed to vote electronically on approval. Dr. Lee will follow up with Yvonne Wichman to have the minutes sent out to representatives and voted on for approval.
- III. **Communication Tools for Part-Time Council Representatives** - Dr. Lee noted that at the change to a new semester a new representative may join the PTFC or a former one may rejoin the council. She stated that communication from the representatives to their part-time colleagues within the department is a crucial responsibility. She invited Mandy McGrew, CETL liaison to the PTFC, to demonstrate a how to form a group on KSU Mail group in Outlook. Mandy stated that it is possible to create a group with a shared space, but it may be a little complicated. Representatives can follow-up with Mandy for personal instruction.  
  
Two new representatives will be added to contact list Jonathan Welsh and Sarah Nathaniel.
- IV. **CETL Update** – Mandy McGrew reminded representatives to log on to [cetl@kennesaw.edu](mailto:cetl@kennesaw.edu) to see all of CETL's Upcoming Events. Part Time Faculty are welcome to come to everything presented by CETL. She provided an update on the upcoming events and activities.
  - A. **PTFC Teaching Academy** – The teaching academy is scheduled for April 1 – 2, the Monday and Tuesday of Spring break. It is open to all part-time faculty. The deadline for applications is February 4<sup>th</sup>. Faculty can only attend one time. There is a \$750 stipend for attending. The maximum number is 25 people. PT faculty are encouraged to take advantage of this opportunity. If you have already attended you cannot attend and be paid a second time. If there is space, part-time staff members can attend with the approval of department supervisor but without payment. Completion of application including department Chair signature and questions to answer are required.
  - B. **National Conference for Undergraduate Research (NCUR)** - Creating Transparent Assignments to use at NCUR is the next workshop being presented by Mandy McGrew. Classes are being redirected to the NCUR activities. Classes do not have to be cancelled but can be redirected to NCUR as an assignment. The CETL workshop will present ways to have students actually have meaningful assignments for their attendance and benefit by attending NCUR presentation. NCUR is April 11–13, 2019, weekend after Spring break.
  - C. **SPACE Conference** – Submit a proposal to present on the website. This conference is all about part-time faculty and is attended by Contingent faculty throughout US. Deadline for presentation proposals is February 26<sup>th</sup>.
- V. **President's Update** – Dr. Lee explained that the PTFC meetings typically follow the Faculty Senate meeting to provide timely updates to PTFC on senate discussions. However, the December PTFC December meeting was cancelled because it fell outside of the part-time work schedule and during final exams. Although she attended the December meeting, she recommended that part-time faculty representatives review the Faculty Senate minutes at <https://facultysenate.kennesaw.edu>. The January meeting was reschedule from January 13 to January 28. She will provide an update at the next PTFC meeting as usual.

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VI. **Top 5 Issues and Concerns** - Based on PTFC discussion and charge from the council, the Dr. Lee met with President Dr. Pam Whitten and the Interim Provost Dr. Ron Matson on January 10<sup>th</sup> to request a the formation of a task force focused on the issues identified by PTFC representatives. Because the issues identified were items that could be addressed on various levels of governance (department, college, or university) and responses come in quicker than a task force, Dr. Whitten asked Dr. Matson to review the concerns presented and to seek resolutions to the issues. She stated that with regard to quality workspace and a sense of community for part-time faculty, there may be space in departments that is available but is being overlooked. It can be made available if requested. Little things can be tweaked. Dr. Lee asked Dr. Matson to update the council.

Dr. Matson said that Dr. Whitten seems open to address the issues presented by PTF. Some issues were surprising to the president but appear to be addressable and can be fixed. Communication may be key. As Interim Provost, he has been assigned to lead an inquiry in to issues presented. He has seen the list of items, some of which are easy and can be addressed by the department chairs. Certain things cannot be done because the issues are directed by Board of Regents. Triage is necessary for some items on list of PTFC needs. Triage is best approach to try to get what is doable and what not. Pay is an issue that has been an ongoing concern that is on the radar. With rough costs at right around \$1million dollars and issues of compression, changes in fee structures that reduce university revenues and missed expectations with equity adjustments, these all weigh into considerations for how to address compensation, among all the other issues being presented.

Dr. Matson will set up a committee to work with him. Representatives were asked if they would like to volunteer. Dr. Lee said that she would be on the committee and would invite PTFC officers to serve on the committee.

Dr. Matson responded to questions from PTFC representatives and guests.

- **How long to PT emails remain active if they are no longer teaching?** As long as listed in Faculty Affairs they remain active but they are purged periodically.
- **Can emails remain active after PTF leave if they have longevity teaching at KSU (i.e., 10, 15, 25 years PTF at KSU)?** Ron will look into what the policy is on something like that. Retirees get that but not sure if there's a way to do that for PTF. Active is key. The problem is security since all KSU faculty access is linked through email.
- **Is there more info behind decision to end staff teaching as part-time faculty?** Faculty were getting a lot of different overloads for various reasons, some legitimate some not so much. There was some abuse of the system. This was a way of ending the problem. Staff with full-time jobs are being paid for full-time jobs. An overload payment cannot be made. So, unless teaching is in your job description, you may teach without compensation at KSU or with compensation at another university
- **If faculty teach additional courses do they get paid overload for that?** It depends on the situation. If there is a critical need due to extenuating circumstances such as a sudden vacancy in a course, then yes. If it is to circumvent the system, that is what has been ended as an overload payment. There needs to be a balance to calculate total workload. There are three area that define faculty responsibilities: teaching, service, and research. Under the newly

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implemented system, faculty workload will need to be adjusted to balance those areas more carefully to prevent unnecessary overload situations. Total workload is evaluated at this time.

- **Has there been a cost-benefit analysis to determine the cost effectiveness of bringing in new PTF to cover areas that were supposed to be taught by full time staff because of their expertise in that area? We're losing good faculty members because of this in compensation. Has there been a consideration to rewrite a job description to add in teaching which would result in a pay raise?** Not necessarily. If teaching is part of a staff job, then you're being compensated with that included. There needs to be a careful consideration so that staff and faculty are not being asked to cross the line that delineates the differences. If you are staff, you are staff; if you are faculty, then you are faculty. We have to be careful crossing that line.

It depends what the staff job is, what the teaching job is, and balancing the two. You cannot work teaching retroactively into a staff job.

- **Can last minute teaching assignments and changes be addressed with greater respect to part-time faculty and the students since changes that affect preparation to teach, as well as, students who have chosen specific teachers who were then changed at the last minute?**

This needs to be addressed directly with department chair.

Comment from guest in audience - These are things that have gone on in past but seems to be happening more frequently recently. There seems to be something happening in many departments. It used to be a something kind of thing, but it is a lot more prevalent recently. Students are voting and choosing schedules that are limited to their desired times, but there needs to be a broader evaluation of what is happening because it is affecting more people on an increasing basis.

Ron Matson – There is a physical limit on access to classes and classrooms. If they want to graduate in four years, then there are things they have to do to take classes at perhaps less desirable times – for the student.

Follow-up Comment – That message needs to be conveyed to the students if they want to graduate in four years.

Ron Matson – conveyed thanks to everyone and in recognition of PT efforts. Please convey thanks to PTF colleagues and that there is a realization of the constraints PTF are working under.

- VII. **University Council Update** – This body only meets twice a year. Discussion among presidents of each shared governance group focused on common issues, which included problems with shared governance at KSU, problem with the organizational climate and the culture across all groups, the lack of transparency in the decision making process. The council talked about items that transcend a single body, access flow, and decision making to be made by people closest to task. Some key points that came up include the following: faculty senate is a think tank; need to start thinking of governance at unit level; role of part time or temporary person in governance and communication; and the need to make sure we are valued and our voices heard.

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## VIII. Comments and Announcements

### IX. Next Steps

- Communicate with department colleagues.
- Joanne will post her PowerPoint (will create a space to access the PowerPoints from PTFC meetings)
- Newsletter will be shared with all PTF via listserv.
- Remaining Spring Semester Meeting Dates are as follows in Clendenin Hall 1009 at 3:30: February 13, March 13, April 10 and May 1

### X. Announcements and Questions – None

- Dr. Lee asked if we could consider a stipend to PTF representatives because they take their time to participate in PTFC.
- Representatives were asked to consider serving as an officer. At the next meeting we will seek nominations for next year.
- Start to organize committee on Part-Time Faculty Inquiry. Contact Joanne Lee if you want to serve.
- Representative called for progress report on list of items shared with President Whitten.

Submitted by Diana Honey  
1/23/2019

### Representatives and Guests Present January 16, 2019

Bagwell College of Education	Present
1. Educational Leadership	Joanne Lee
2. Elementary and Early Childhood Education	
3. Inclusive Education	
4. Instructional Technology	
5. Secondary and Middle Grades Education	
Coles College of Business	
6. Accountancy	Laurie Ereddia
7. Information Systems	Michael Perry
8. Economics, Finance and Quantitative Analysis	
9. Management and Entrepreneurship	
10. Marketing and Professional Sales	
College of Architecture and Construction Management	
11. Architecture	
12. Construction Management	
College of Computing and Software Engineering	
13. Computer Science	
14. Information Technology	
15. Software Engineering and Game Development	
College of Humanities and Social Sciences	
16. Communication and Media	
17. English	

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18. Foreign Languages	Alberto Lucchi
19. Geography and Anthropology	
20. Government and International Affairs	
21. History and Philosophy	Diana Honey
22. Interdisciplinary Studies	
23. Psychology	
24. Sociology and Criminal Justice	
25. Technical Communication and Interactive Design	
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	Amelia Fischer
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	
University College	
43. Culinary Sustainability and Hospitality	
44. Dual Enrollment Program	
45. First-Year and Transition Studies	
46. Leadership and Integrative Studies	
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	
50. WellStar School of Nursing	
Ex-Officio and Guests	
51. Office of Provost	Ron Matson
52. CETL	Mandy McGrew

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53. CHSS	Stephen Bartlett
54. Immediate Past-President	
President Elect Staff Senate	David Tatu
College of Humanities and Social Sciences	Tiffani Reardon
Social Work and Human Services	James Stinchcomb

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