

Part-Time Faculty Council

Minutes

October 9, 2019

- I. **Welcome** – Dr. Lee called to order 3:36PM.
- II. **Attendee Introductions**
- III. **Approval of Minutes** – Due to incomplete PTF list of representatives, the minutes from the September 9, 2019 meeting were not sent via email. Therefore, they were reviewed and approved during the meeting. The minutes are included in the newsletter and posted on the PTFC website in draft form until approved. Nelda Hadaway motioned to approve the minutes. This motion was seconded by Mohamed Arafar. Minutes were approved unanimously.
- IV. **President's Update**
 - A. Professor Perry and Dr. Lee attended the Faculty Senate and reported that full-time faculty are focused on faculty and annual performance reviews. They are in negotiations on what they will do and what the college is requesting for pay. Key points from the Faculty Senate meeting include the following:
 - **Research Symposium:** We are now considered a research institution, KSU has more focus on research and is encouraging more to participate. Dr. Lee is investigating the process for allowing part-time instructors to engage in research and how we can be allowed in the door. **Action Item:** If any faculty are interested, discuss this with department contact.
 - **Financial Aid and Global Learning Fee:** Students are studying abroad. For example, student teachers are teaching in foreign exchange and learning programs overseas and receive a stipend or help if they apply and it comes out student fees. The university is looking to reduce the fee and the amount that they will be used to support students studying overseas. The Senate vote was postponed.
 - Council Question:** What is the Global Learning Fee?
 - Response:** Initially students studying abroad would receive \$1000. Stipend was reduced to \$800 for the Spring/Summer and amount for the following years is TBD because of ongoing discussions to eliminate the student fee assessed and what the stipend can cover. It will be a challenge past the summer to see if KSU can support due to discussions regarding fee and what the stipend will cover. Currently in a state of flux (Professor Perry).
 - Council Comment:** There was a \$12.00 fee, which was reduced to \$6. Rumor is fee is going away completely and KSU will absorb but dictate how students should allocate funds.
 - **Performance Review Proposal:** Senate did not agree with the performance review proposal and did not pass. One of the senators indicated he would not vote for the proposal because there was no input from the faculty. It was brought to the faculty by the administration yet did not involve the faculty.
 - **Visit** <https://facultysenate.kennesaw.edu/index.php> for minutes of Faculty Senate meetings.
- V. **Old Business**
 - A. **Recognition for years of service for PTF:** Vice President Michael Perry has proposed that PTFC request recognition of part-time faculty for years of service. No financial compensation would be associated with recognition. He is working with Amy Phillips in HR

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towards a plan to acknowledge PTF. She indicated all 52 departments and 13 colleges of KSU can recognize staff but process is more complicated. Years of recognition suggested in 5-year increments. The Council will revisit on the January agenda. If PTFC representatives have input, email Professor Perry.

- B. **PTFC Task Force – Survey:** Dr. Lee stated that “**Faculty** without the C is **Faulty!**” It is important representatives communicate back and forth with part-time colleagues in the department. PTFC has a task force working to address some of the issues. The survey developed will be made available to representatives to push out to gauge concerns within departments to address the following.
- Equal pay for equal work. Grad class requires more work but is the same pay.
 - PT Staff at UGA received \$3.00 raise and pay \$10.00 for parking. This was approved because there is a union for college workers. Membership is anonymous if interested in joining KSU Union.
- C. **Insurance Committee:** No report was available from the committee investigating how to get insurance for PT. Unless HR offers a plan, it is not going to be possible. Currently on hold.
- D. **Liaison from Staff Senate to PTFC:** Last October, Nicole Connelly and Tiffany Reardan fought for staff to teach at the Staff Senate level and Faculty Senate. They eventually met with President and Provost two times and won argument with stipulations. Staff can now teach 4 credit hours. Per decision made last May, Dr. Lee has requested a Staff Senate liaison to the PTFC.
- E. **Invitation to Tim Blumentritt Part-Time Employment:** College of Professional Learning has opportunities to work PT. Assignments are separate from KSU. Classes are not on semester schedule. Compensation depends on class, number of students, and is higher than regular standard PT pay. Dr. Lee has Invitation extended an invitation for Dr. Blumentritt for November to speak to PTFC.
- F. **Invitation to Provost and President:** Dr. Lee has invited **an invitation to the Provost** Invitation not extended due to lack of PTFC representation. Invitation anticipated for January as the November and December sessions are scheduled for work sessions to prepare for January meeting.
- **Council Question:** How is council representation selected? Are emails sent to the chairs requesting representation?
 - **President Response:** In theory, faculty senators are elected by a formal department vote. Some volunteer, but yes, department chairs are notified. However, it is the responsibility of the Faculty Senate according to our charter to advertise (Dr. Lee)
- G. **Roster of Fall PTF** – PTFC representatives are the communication channel for part-time faculty. If anyone does not have a list of the part time instructors from the department, please obtain information. Dr. Lee will requesting the list from Jennifer Clarkson in academic affairs of who is currently teaching part time. As the PTFC senator, Dr. Lee represents us and there are times when early notification can be provided to gain members opinions or post information in newsletter to determine vote.
- H. **Meeting time:** 3:30 confirmed. Department was notified of meeting time and asked not to schedule classes. Turnover and change is so high because this arrangements are lost in transition of leadership.
- I. **Professional Development:** Tentative ideas are listed below. Please send additions to Professor Perry.
- a. Group Me (Social Media) Students cannot be told not to record a class.
 - b. Forming a Group for PTFC
 - c. How to Navigate KSU classroom:

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- d. What to Say/Not to Say, Handle Student Complaints, How to Handle Diversity
- e. Mediation Center

VI. New Business

B. Dr. Chris Correlison – Associate Director Undergraduate Research: National Conference Undergraduate Research April 2019 Updates

- 4700 registrants (record in 33 years of conference). Largest host participation, 469 KSU registrants.
- KSU Trendsetting Highlight: This was the first paperless NCUR for registration. Invested and introduced mobile app which was a huge success. Great participant feedback and next three NCUR hosts have adopted the mobile app to move away from paper programs.
- Abstract Review: 4400 submitted, reviewed by KSU faculty
 - Biology/Psychology: largest undergraduate major submitter in the country. However, very diverse majors and presentation types participated.
 - Final reports released in two weeks and Montana State University will make the results publicly available.
- New Initiatives Update
 - FY20 Office Undergraduate Research received an increase in funding allowing for expansion in research funding available.
 - Faculty of undergraduates involved in research or scholarship and creative activity directed to view website for more information. Individual student maximum amount is \$1,000. More awards available this year.
 - Funding students to attend NCUR March 2020 at Montana State University. However, unable to provide bus service. Therefore, no longer open-ended process where everyone accepted is funded. There is a pre-review process. Students can obtain additional information from website. Abstracts due for internal review by Nov. 15th. Only accepted students can submit and have full funding covered by Office of Undergraduate Research. Anticipating funding 45 students.
 - First Years Scholars Program – Data suggested the earlier students become involved in research and scholarship the higher they perform throughout their undergraduate, graduate, and post-graduate tenure. Objective of program is to engage high performing freshman and first-year students early in research and creative activity by offering financial stimulus to become more involved and see how far they can go in the field.
 - Symposium of Student Scholars canceled last year due to NCUR but scheduled for SP20. Few awards available - Undergraduate Research Library Award, funded by library if student is engaged in using the library resources for activity related to their scholarship. Poster and Presentation Award - symposium and discipline specific.
 - Posters on the Hill – Council of Undergraduate Research host 60 undergraduates selected from around the country from a competitive process to present to Congress. KSU has been represented in the past two years. This past Spring, Susan Harding and her student presented representing KSU.
 - Georgia began Posters of GA Capital last year, which is a smaller local version of Posters on the Hill. Students encouraged to participate. KSU had 5-6 undergraduate research students participate last year.
 - Kennesaw Journal of Undergraduate Research – opportunity for students to obtain peer review publication, no cost to students.

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- Fall workshop series – how to write abstracts, essential for those interested in NCUR submission process. Great for students unsure of what an abstract is and how to get started.
- Link to calendar on website: class visits, undergraduate research club and other activities listed.
- Described sample student research presentation – open to all fields of study on campus from undergraduates studying molecular and cellular biology looking at neuro development in model organisms to art and music performances. Groups performed on Arts on the Green which included a variety of performances and making t-shirts using a large cement roller. Over 1000 volunteers from faculty, staff, and family supported the event. Highpoint of Chris' time at KSU was seeing the collaboration of everyone working together for this event.
- One of the undergraduates was recruited by Auburn University graduate school during a poster session and offered a full stipend for the Ph.D. program with her parents in attendance.
- Thanks to faculty for support for undergraduates and undergraduate scholarship, especially those participating in NCUR.

VII. Announcements and Questions

- A. Attend Faculty Meeting for Department.
- B. Focus for last two sessions is committee work. Presence Required!
- C. Send Professor Perry spreadsheet with list of representatives.
- D. Dr. Lee will schedule AAUP for a meeting.
- E. Newsletter with approved minutes will be posted and sent to representatives.
- F. Send kudo announcements to Dr. Lee.
- G. Mandy McGrew - Training sessions will be posted in newsletter with link to CETL website.

The meeting was adjourned at 4:46 p.m.

Minutes submitted by Kiera Morrison 10/23/2019