

Part-Time Faculty Council

Minutes November 4, 2019

- I. **Welcome** – Dr. Lee called to order 3:33 PM.
- II. **Approval of Minutes** – Previously emailed for review. Kiera Morrison motioned to approve the minutes. No changes. Approved by Mohamed Arafar and seconded by Dianna Honey. Everyone in favor and none opposed.
- III. **President’s Update**
 - A. President agenda reviewed. Little pertaining to PTFC. Dr. Lee informed Dr. Schwaig PTF is not represented in administrative review and have no voice. Dr. Schwaig referred Dr. Lee to representative controlling process.
 - B. Dr. Lee received a list of everyone teaching part-time for fall from Jennifer Clarkston and disseminated it by department to PTFC representatives.
 - C. PTFC invitation extended to Tim Blumentritt and accepted. He will join the December 2, 2019 meeting to discuss opportunities for PTF to work in College of Continuing Education.
 - D. PTFC invitation extended to Provost and accepted for January 27th.
- IV. **Old Business**
 - A. Insurance update – We can have PT insurance but must be run through schools and administrator who must be willing to work with all USG schools. Cost to maintain is an issue.
 - B. Next meeting December 2nd. Looking for representative to attend meetings electronically and reserve room at the Marietta campus.
- V. **New Business**
 - A. Survey Review
 1. PTFC Overarching Goals current status – Talking Points provided to Dr. Whitten and Dr. Matson last January were distributed to update new representatives.
 2. Task Force categories of concerns are Policies & Compensation, Shared Governance and Inclusion, and Communication.
 3. PTFC Overarching Recommendation - Creation of part-time and temporary faculty task force to examine transparency and consistency regarding the role, assignment, compensation, and support of PT and temp faculty and to make recommendations to enhance or amend procedures and policies that support PT and temp faculty as professionals who contribute to the mission and goals of KSU and serve student needs.
 - B. James Stinchcomb – Qualtrics survey review (Is there a policy, Who is currently responsible, Who should be responsible)
 1. Piloted in Spring 19 with department chairs, received seven responses. Discovered 54% of chairs have changed since last year. Survey revised to solicit new feedback.
 2. Decided to break questions apart for simplicity and not require comments or force responses for submission.
 3. Sending updated anonymous electronic survey to all part-time faculty to collect data and produce reports regarding results and summary for review.
 - a. Added the “I Don’t Know” category to survey for more accurate results.
 4. November 22nd deadline for survey.
 5. December 2nd deadline for review of results in next meeting.

Meeting adjourned 4:48

Submitted 11.18.19 by Kiera Morrison, Secretary, Part-Time Faculty Council