

Part-Time Faculty Council

- I. **Welcome** – Dr. Lee opened the meeting at 3:35.
- II. **Approval of Minutes** – Absent the PTFC secretary, minutes were not recorded. Dr. Lee has summarized her notes as a substitute for minutes.
- III. **President’s Update** - Dr. Lee summarized the items discussed at the Faculty Senate that pertained to part-time faculty. She encouraged representatives to view minutes of the discussions via login to <https://facultysenate.kennesaw.edu/index.php>.
- IV. **Old Business** – Members of the Executive Committee (Michael Perry, Kiera Morrison, and Joanne Lee) met with Dr. Schwaig to discuss the Task Force progress and survey findings as presented in January. Dr. Schwaig was receptive and recommended that PTFC work through Deans to gain momentum. She planned to speak with the Deans and to work on getting PTFC on the agenda to speak with them.
- V. **New Business** – Dr. Lee announced that PTFC needs to elect a secretary and asked for volunteers. Vice-President Michael Perry spoke about Kaltura.
- VI. **Time Card Dates** – Due dates for time cards were shared.
- VII. **Meeting Dates and Locations** – The next scheduled meeting is March 16.
- VIII. **Next Steps** – Follow up with department members and send news to Dr. Lee for newsletter.
- IX. **Announcements and Questions**

Meeting Adjourned: 4:30 p.m.
Minutes Submitted 4.27.20 by Joanne Lee