

Part-Time Faculty Council

Meeting Minutes

April 18, 2022

<http://ptfc.kennesaw.edu>

I. Welcome

Diana Honey, Interim Vice-President, called the meeting to order on behalf of the interim president James Stinchcomb. Diana requested that Joanne Lee manage the meeting as a previous president.

II. Approval of Minutes

Joanne Lee announced the review and further comments on the previous meeting's minutes. With no additions or comments being made Joanne Lee called for a motion to approve the previous meeting's minutes. Yvonne Wichman made the motion, which was seconded by Kenneth Sadeckas.

III. President's Update

- A. With no one attending the Faculty Senate meeting earlier in the day there was no update on the proceedings from that meeting.
- B. The comment was made that the parking situation is still an issue and resolving it is still in process. However, Joanne Lee has written to President Schwaig regarding the two issues of students parking fees and COLA while part-time faculty are still being asked to pay the full monthly fee for parking and not being considered for the COLA adjustment.

IV. New Business

- A. **Nominations:** Michael Perry, immediate past president, brought up the issue of upcoming election for officers, reviewed the current executive officer team, and discussed the nominations procedure. He also announced the email addresses of the current team and requested anyone interested in serving for the academic year of 2022 to 2023 to either nominate themselves or to have approval of anyone they nominate. Lastly, Michael Perry indicated that any nominees would have to submit a completed nominations package by April 26 to be considered officially.
- B. **Elections:** The election is scheduled to take place at the next meeting scheduled for May 2, 2022. Joanne Lee called for nominations committee to serve in the election process. Yvonne Wichman and Cleopatra Illiescu both volunteered to work with Michael Perry through this next election cycle.
- C. **Other Committees:** Joanne Lee discussed the Legislative Committee to work with Chuck Clay to do outreach to our Georgia Legislators. While Chuck Clay will head that committee Yvonne Wichman, Diana Honey, Ken Sedackes, and Terry Kersey volunteered to work on the Legislative Committee. Joanne Lee discussed additional committees that will be forming in the future based on the work that was done under her tenure as president. That work is relevant and ongoing.

V. Old Business

Department Representatives: Part of ongoing old business is to confirm future participation, and specifically, department representation. The attendees were asked to check with their respective departments whether they would be continuing to serve as representatives. Alternatively, if an attendee does not have a representative for their department, they were asked to communicate with their chairperson to either elect a representative or to be selected to serve.

VI. Announcements and Questions

- A. **Cyber Security Training Due by 4/30/2022:** The deadline for taking the cyber security training was discussed and April 30, 2022, was the date designated by KSU to complete the training, otherwise part-time faculty run the risk of being locked out of access to KSU computing services and email.

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Yvonne Wichman asked where the training is located, and Mandy McGrew announced that the cyber training module could be found in OwlTrain under the UITS landing page. The location would be under: uits.kennesaw.edu, then find the Faculty/Staff quick link, followed by the OwlTrain link.

- B. **Update from CETL:** Mandy McGrew made a point of mentioning the deadline and the associated risks of not completing the cyber security training. Mandy also mentioned that all CETL programs are done for the semester and the fall schedule is not available yet. There might be some summer semester opportunities, but that information was not available yet, either.

There was a question regarding what documentation might be needed for migrating from part-time to full-time employment. While the chances are not likely for that kind of a move, Mandy McGrew mentioned that she would be happy to help anyone develop their teaching portfolio if anyone wanted to be prepared for full-time applications. Joanne Lee suggested to Mandy McGrew that developing a teaching portfolio might be a good future training event for part-time faculty, Mandy indicated that these tend to be individualized and might not be appropriate for a meeting training event.

- C. **Meeting Schedule:** May 2, 2022 will be the next meeting. That will be our last meeting for the semester and the academic year. Next meetings will be in the fall. That schedule is currently in the process of being formulated.
- D. **Payroll Calendar:** The next two payroll deadlines are April 20 and May 19. These dates are also available on the Part Time Faculty Council website.
- E. **Questions:** Chrystal Blalock asked if anyone knew what the maximum size of online classes was supposed to be. Several remaining attendees indicated they are different for each college and department, but that they have gone up in size over the last several semesters. Terry Kersey indicated that we might want to visit the definition of how a part-time faculty is designated. Joanne Lee suggested that that was something to discuss in the Legislative Committee.

VII. Next Steps

A. Communicate with your department

The attendees were asked to check with their respective departments whether they would be continuing to serve as representatives. Alternatively, if an attendee does not have a representative for their department, they were asked to communicate with their chairperson to either elect a representative or to be selected to serve.

B. Check in with Joanne Lee if you entered the meeting late

VII. Closing

- A. PTFC will meet May 2 from 3:30 – 4:45.
- B. Be sure to check in with Joanne if you entered the meeting late.

Motion to adjourn meeting, approved. Meeting ended by 4:12 pm

Minutes submitted by Joanne Lee, April 30, 2022

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Attendance March 2022

Representatives & Guests

Departmental representatives will be verified and a final list of PTFC will be available at the next meeting.

PTFC Executive Board

Representative	Department	Email	Attended
Michael Perry	President	mperry@kennesaw.edu	Present
James Stinchcomb	Vice President Staff /Senate Liaison	Jstinch2@kennesaw.edu	x
Joanne Lee	Secretary	jlee102@kennesaw.edu	Present
Joanne Lee	Immediate Past President	jlee102@kennesaw.edu	Present
Diana Honey	Parliamentarian & Representative-at-Large	dhoney@kennesaw.edu	Present

Academic Home	Representative	Present
Bagwell College of Education		
1. Educational Leadership	Belinda Walters-Brazille	x
2. Elementary and Early Childhood Education	NA	x
3. Inclusive Education	Cleopatra Iliescu	Present
4. Instructional Technology	Walt Justice	Present
5. Secondary and Middle Grades Education	Joanne Lee	Present
Coles College of Business		
6. Accountancy	Ronna Woodruff	x
7. Information Systems	Michael Perry	Present
8. Economics, Finance and Quantitative Analysis	NA	x
9. Leven Management and Entrepreneurship	Christal Blalock	Present
10. Marketing and Professional Sales	Brianna Warren	Present
College of Architecture and Construction Management		
11. Architecture	Kevin Dougherty	Present
12. Construction Management	Samuel Peng	x
College of Computing and Software Engineering		
13. Computer Science	Ben Setzer	Present
14. Information Technology	Sailaja Pydimarri	x
15. Software Engineering and Game Development	Ermias Mamo	x
16. School of Data Science & Analytics	Melody Parkhurst	Present
College of Humanities and Social Sciences		
17. Communication and Media		
18. Conflict Management, Peacebuilding	Alvin S. Albert	x
19. English	Yvonne Wichman	Present
20. Foreign Languages	Oksana Tikonovsky	Present
21. Geography and Anthropology	Nafiesh Hagahtalab	Present
22. Government and International Affairs	Elizabeth O'Callahan	x
23. History and Philosophy	Diana Honey	Present
24. Interdisciplinary Studies	Yen Rodriguez	x
25. Psychology	Kimberly Watkins	Present

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26. Sociology and Criminal Justice	Jennifer Combs	x
27. Technical Communication and Interactive Design	Ginger Sinton	Present
College of Science and Mathematics		
28. Chemistry and Biochemistry	NA	x
29. Ecology, Evolution, and Organismal Biology	NA	x
30. Mathematics	David Nazari	Present
31. Molecular and Cellular Biology	NA	x
32. Physics	Eliezer Hershkouts	Present
33. Statistics and Analytical Sciences	Caye Clack	x
College of the Arts		
34. Art and Design	Gina Reynoso/Anita Burch	x
35. Dance	Cynthia Perry	Present
36. Music	HUI Mai	x
37. Theatre and Performance Studies	Nikki Adkins	x
Southern Polytechnic College of Engineering and Engineering Technology		
38. Civil and Environmental Engineering	Peter Emmanuel	Present
39. Computer Engineering	NA	x
40. Electrical Engineering	Vahid Khalilzad Sharghi	x
41. Engineering Technology	Barry Blount	Present
42. Mechanical Engineering	Alicia Rossi	x
43. Mechatronics Engineering	NA	x
44. Systems and Industrial Engineering	Ahmed Alsharif	x
WellStar College of Health and Human Services		
45. Exercise Science and Sport Management	Steve Walker	x
46. Health Promotion and Physical Education	Steve Walker	x
47. Social Work and Human Services	James Stinchcomb	x
48. WellStar School of Nursing	Leslie Narain	x

Department Liaisons

Representative	Department	Attended
Mandy McGrew	CETL	Present
James Stinchcomb	Staff Liaison	x

Guests

Name	Department
Kay Abikoye	
Linda Ceriello	
Emani Collins	
Maidie Golan	
John Goldsack	
Breon Haskett	
Peggy Hutchinson	
Terry Kersey	
Nikolas Iason Koufodontis	
Jeannie Newton-Riner	

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Maria Odun-Hinmon	
William Pendergrass	
Kenneth Sadeckas	
Arezou Shafaghat	
R. Walker	
Carolyn Waters	

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Nikolaos Iason Koufodontis

Joysline Ndungu

Elan Buchen

Kim L. Withers

Angelo Brown

Nafiseh Haghtalab

Melody Parkhurst

Yolanda Cobb

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