

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes – August 29, 2022

I. **Welcome**

James Stinchcomb called the meeting to order at 3:32 PM and began recording at that time. James also mentioned that Joanne Lee, PTFC Secretary was absent and that the minutes would be constructed at a later time from the meeting recording transcript. James also mentioned that Michael Perry would not be in attendance today.

James announced that positions of Parliamentarian and Member at Large would be available for the Fall 2022 term.

II. **Approval of May Meeting Minutes**

James Stinchcomb asked the participants if there were any needed corrections to the May meeting minutes. There were no objections. James made a motion to approve the minutes as presented. The motion was approved and seconded by Cleopatra Iliescu. There were zero “nays”. The motion carried and the May minutes were approved as presented.

III. **President’s Update**

James Stinchcomb provided an update. James attended the Faculty Senate meeting held August 29, 2022 and reported that the new Faculty Senate President, Todd Harper, presided. Todd discussed faculty senate committees and committee minutes in preparation for the fall term. Todd also mentioned updates to the tenure review process.

University President Kat Schwag was also in attendance at the Faculty Senate meeting and provided an update on university enrollment and trends in high school enrollments. While institutional enrollment is up over the previous academic year, there are fewer high school juniors and seniors, which could affect enrollment in two-three years. KSU is ramping up recruitment efforts to stay ahead of this potential problem.

The university is also introducing new programming for first-year students in efforts to maintain retention. KSU has partnered with Georgia State on student success and retention strategies in efforts to increase our six-year graduation rate, which is currently 48%.

James Stinchcomb reminded all participants that Faculty Senate meeting minutes can be reviewed on their website.

IV. **New Business**

James Stinchcomb mentioned the efforts on the part of PTFC Executive Committee to confirm PTFC departmental representatives for the upcoming academic year. James also reminded all returning representatives to email either him or Diana Honey and to cc their department chair. Alternatively, if you have a confirmatory email from your department chair indicating that you are serving as the representative for your department, please forward that email to James and Diana.

James talked about the strategic plan and initiatives for PTFC in 2022-2023. Emphasis will be placed on parking and compensation and committees will be developed to address each of these two areas of concern.

James also mentioned that he would like to move towards PTFC being a stand-alone unit and not a division under the governance of Faculty Senate. A committee will be developed in fall to address this issue.

V. **Old Business**

James Stinchcomb emphasized the importance of PTFC departmental, voting representatives to volunteer for one of the committees proposed above that would be implemented in the fall.

James emphasized the need for addressing PT faculty titles and how PT faculty are viewed within their respective departments.

Diana Honey expressed concern that PTFC representatives look at committee work as additional work and are reluctant to volunteer. She expressed that we need each representative involved so that we demonstrate a united front if we are going to be taken seriously and move forward as an entity.

Maria Schramm expressed concern over enrollment in her department and classes being cancelled/taken away from PT faculty at the last minute. James Stinchcomb provided information on the university's initiative to fill classes for full time faculty first and how the university is looking closely at teaching loads and course releases for full time faculty. Diana Honey mentioned that this is a good issue for a committee to consider. Oksana Tikhonovsky also echoed the need to address classes being cancelled on PT faculty at the last minute and the need to place a time cap on these cancellations.

Jeannie Newton-Riner also commented on course cancellations and courses being handed over to full time faculty. Jeannie's comments originated in SACS accreditation requirements

VI. **Announcement & Questions**

- CETL Update
 - Mandy McGrew provided the update from CETL. She first mentioned that the Teaching Academy for part-time faculty is part of the CETL budget for the upcoming academic year. 15 participants will be admitted. The Teaching Academy will run virtually on March 6 and 7, 2023. Selected PT faculty will receive a 750.00 stipend for participating but must be available 8-5 on the identified days. Applications open in December.
 - CETL observations and consultations are available to all faculty including PT faculty. If you would like someone from CETL to observe your class or consult with you on your course, see the link on the CETL website or contact Mandy.
- James Stinchcomb reminded everyone of the payroll calendar and posted a link. Also, PT faculty should now be paid monthly. Be sure you are receiving monthly payments and reach out to your department chair if there is an issue with payments.
- James Stinchcomb announced that PTFC meetings will follow the Faculty Senate meeting schedule. See the PTFC or Faculty Senate website for schedules.
- The next PTFC meeting will be September 26, 2022.

VII. **Adjournment**

James Stinchcomb adjourned the meeting at 4:28 PM.

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