



# Part-Time Faculty Council News and Notes

Volume 6, Issue 1

## PTFC Meetings 3:30 - 4:45

### Fall Semester KSU Center 300

09-09-2019

10-07-2019

11-04-2019

12-02-2019

### Spring Semester Marietta Ballroom A/B

01-27-2020

02-24-2020

03-23-2020

04-27-2020



### *From the President*

#### **On-Track for Success: Faculty and Student Success**

It is a new school year at Kennesaw State University. The Part-Time Faculty Council (PTFC) is the voice of approximately 1,200 KSU faculty members who teach face-to-face, online, or hybrid courses. The purpose of the Part-Time Faculty Council is to identify, address, and advance the needs and interests of part-time faculty members at Kennesaw State University.

Each department in a college has the opportunity to have a representative on the council. As your president, my focus is on sustaining the previous work of the council and increasing professional learning opportunities, visibility, and communication with part-time faculty.



My personal philosophy is to work at 212 Degrees – the point at which boiled water emits the steam that empowers motion. The image in my mind is an old-fashioned steam locomotive which steams along the track moving people and ideas

from place to place in the 21st century. The steam in the picture below reflects the work of the executive committee and the council representatives as we collaborate to reach our destination. The 2019 – 2020 year will be amazing. PTFC is full steam ahead, and we need you to raise the level of engagement to keep the steam rolling.

I am excited and ready to get on track for another successful year! Our first meeting is on September 9 in the KSU Center from 3:30- 4:45. All are welcome to attend.

*Joanne Lee, President*

## PTFC Officers

Dr. Joanne Lee	President	<a href="mailto:jlee102@kennesaw.edu">jlee102@kennesaw.edu</a>
Michael Perry	Vice President	<a href="mailto:mperry@kennesaw.edu">mperry@kennesaw.edu</a>
Kiera Morrison	Secretary	<a href="mailto:kmorr149@kennesaw.edu">kmorr149@kennesaw.edu</a>
Diana Honey	Parliamentarian	<a href="mailto:dhoney@kennesaw.edu">dhoney@kennesaw.edu</a>

*One of the secrets of life is to keep our intellectual curiosity acute. [William Lyon Phelps](#)*

<http://ptfc.kennesaw.edu/documents/charter.php>

## Minutes April 10, 2019

**I. Welcome** - Dr. Lee Joanne Lee opened meeting with at welcome and called to order at 3:40 p.m.

**II. Approval of Minutes** - The minutes from the March 13, 2019 meeting were approved.

### III. President's Update

- A. Following the March 13th meeting with Chairs and Directors Assembly, Dr. Reddish agreed to send out PTFC survey to the chairs and directors in an electronic format. Several iterations of the survey were developed with James Stinchcomb taking the lead and creating a Qualtrix version that was sent to department chairs and directors. As of this meeting, seven responses had been received.
- B. Subcommittee Meeting: The Task Force subcommittee met prior to the PTFC meeting at 2:30 p.m. to discuss the next steps for the Council task force. The committee decided to send the survey to the PTFC representatives and possibly to all part-time faculty. This item would be addressed by the PTFC representatives during the April meeting.
- C. Faculty Senate Update - Wording for the Faculty Workload document was discussed and amended. Discussion at Senate included an option that would allow full and part-time faculty and staff an opportunity to earn supplemental income through the College of Continuing Education. Dr. Lee will ask newly appointed Dean Tim Blumentritt to attend first meeting next year. She will provide the information needed for PTF to pursue Continuing Ed opportunities immediately.
- D. **Presentation on Insurance** - Jennifer Duckworth was scheduled to speak to the PTFC on insurance options. She investigated options and Mass Mutual appeared to be a possibility for PTF benefits that are payable by PTF individually. She could not go forward unless KSU would be a partner in this, which does not appear to be likely. While she was willing to come and offer life insurance, long-term disability insurance, Dr. Lee stated that the offer looked primarily at health insurance. The council asked that PTFC extend an invitation for next fall to have a presentation by Mass Mutual on these other products. Representative NeCall Wilson proposed information be shared sooner rather than have another meeting.

James Stinchcomb suggested a webinar. A committee formed to pursue getting and distributing information via a webinar. James Stinchcomb, Diana Honey, Michael Perry, Chris Hall and Sam Peng will serve on the committee. The committee will look into the logistics of payment for insurance to determine if it could be the same as partial benefits deductions or joining the employee fitness center. Additionally, the committee would need to meet with the HR department to determine process, logistics of insurance benefits, and feasibility of proposed program. To reach all part-time faculty that do not have a representative attending meetings, the council will go through Jennifer Clarkson in Academic Affairs. A point was made that some people already get insurance through their retirement. Joanne Lee stated that this could be additional/supplemental to what is currently available through TRS.

James Stinchcomb updated representatives on Anthem/BlueCross/BlueShield which is a USG provider for insurance. A large number of part-time faculty and KSU would have to partner for them to offer a policy they could offer. Without a large number, it may not be deemed feasible for Anthem or KSU to offer. A suggestion to get numbers from each department and other USG institutions was discussed and tabled until we know what we at KSU want to do. The committee on insurance will choose a chair and a recorder.

A survey about insurance will be sent out to PTF by end of semester.

- E. Orientation for Part-Time Faculty - Because of the vast disparity of formal induction and orientation programs at KSU, a representative proposed that PTFC do something in the fall, possibly as a breakout session during

faculty orientation. Mandy McGrew does have a short breakout session with new part-time faculty; she suggested that a meet and greet event or table be available during orientation. A committee composed of Keira, Ginger, and Joanne will look at options.

F. Presentation at Faculty Senate - Joanne presented an overview of the work of the PTFC and to the Faculty Senate with an emphasis in the survey seeking clarification on roles and responsibilities of part-time faculty. She hopes to get permission to send it to senators for input.

G. Joanne Lee is representing PTFC on the Shared Governance committee that will host campus wide event in the fall.

**IV. Nominations and Election PTFC Officers** – Chuck Jackson conducted the elections. He reviewed nominees and called for nominations from the floor. The slate of officers presented to the council was.

**President** – Joanne Lee – No other nominations were made and were closed.

**Vice President** – James Stinchcomb was nominated but stated that he may not be teaching part-time in the fall because of the new policy regarding staff teaching. James withdrew his name. Michael Perry was nominated by Mandy McGrew.

**Secretary** – Diana Honey as nominated but declined; Kiera Morrison was nominated and accepted.

**Parliamentarian** – Diana Honey was appointed.

The slate of officers was accepted and elected for the 2019-2021 term.

Dr. Lee suggested that the council look into having a liaison from the Staff Senate for the PTFC. That will be discussed in the fall.

Charles Jackson thanked everyone who has worked with the council. He will be leaving as his four years are up, and a new representative for Music will be joining in the fall.

**Committee Work Session** – James Stinchcomb reviewed the Task Force committee’s work on the survey. After discussion, representatives decided to hold back the survey from all part-time faculty to address some concerns about identification of participants and not being able to move on unless all sections have been responded to. Dr. Lee will contact representatives who left early to hold the survey and just take it themselves.

## **VI. Announcements and Questions**

SPACE Conference - Notification of presenters for SPACE conference is coming soon.

NCUR April 11 through 13 at KSU needs volunteers.

2019-2020 Meeting Dates – Dates are pending calendar for Faculty Senate. Rooms will have to be scheduled soon for fall 2019. There is some question about connectivity to Marietta campus. There is a proposal to meet the same day as the faculty senate after their meeting. This would make our meetings on a Monday at 3:30. This decision may need to be made electronically by the new and current representatives.

The meeting was adjourned at 5:00 p.m.

Submitted by Diana Honey 4/9/2019

Approved

**DRAFT**

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## CETL Contact



Tris Utschig  
Director for  
Scholarly Teaching  
and Associate  
Professor of  
Nuclear  
Engineering

CONTACT

Part-time faculty members are an important and integral part of Kennesaw State University. Over one thousand part-time instructors teach at KSU and it is CETL's goal to provide these part-timers with adequate teaching support. CETL emphasizes using research-based instructional practices to increase student learning. Through workshops, book clubs, consultations, and online resources, CETL's Faculty Fellow for Part-time Faculty Support is here to help part-time faculty enhance their teaching.

## Part-Time Faculty Payroll Schedule – Part Time/Adjunct Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2019	Jan 18, 2019	Jan 18, 2019	Jan 31, 2019
Feb 2019	Feb 18, 2019	Feb 18, 2019	Feb 28, 2019
Mar 2019	Mar 18, 2019	Mar 18, 2019	Mar 29, 2019
Apr 2019	Apr 19, 2019	Apr 19, 2019	Apr 30, 2019
May 2019	May 21, 2019	May 21, 2019	May 31, 2019
June 2019	<a href="#">See Summer Faculty Payroll Schedule.</a>		
July 2019			
Aug 2019	Aug 19, 2019	Aug 19, 2019	Aug 30, 2019
Sep 2019	Sep 16, 2019	Sep 16, 2019	Sep 30, 2019
Oct 2019	Oct 22, 2019	Oct 22, 2019	Oct 31, 2019
Nov 2019	Nov 19, 2019	Nov 19, 2019	Nov 29, 2019
Dec 2019	Dec 16, 2019	Dec 16, 2019	Dec 31, 2019

