

**PTFC Meetings  
3:30 - 4:45**

**Spring Semester  
Online**

| Spring     |
|------------|
| 01-25-2021 |
| 02-15-2021 |
| 03-22-2021 |
| 04-12-2021 |
| 05-03-2021 |



<https://kennesaw-edu.zoom.us/j/83403321010>

Meeting ID: 834 0332 1010

Passcode: 75fJAR



## From the President:

### *Charting a Course for Equity and Respect*



Spring 2021 brings graduations, new journeys, and goodbyes. Sometimes, it seems like our lives are composed of many passages, many beginnings, and many endings. It is important to chart a course and follow the path that aligns with your beliefs and goals. President Papp sanctioned and was directly involved in

the creation of a Part-Time Faculty Council (PTFC) in 2013, and sitting department chairs and directors unanimously voted to create an inroad for part-time faculty to participate in shared governance.

For six years of its eight years, I have represented two departments from the Bagwell College of Education. As a founding member, secretary, president, and Faculty Senator, my journey introduced me to many amazingly unselfish, brilliant colleagues and leaders who respect and support the expertise and contributions that faculty who teach part-time bring to Kennesaw State University. Through open dialogue and inclusion on committees, surveys, and on the Faculty Senate, the status and working conditions that faculty who teach part-time have become more visible and, hopefully, more valued.

None of the achievements of the past four years would have been possible without talented, committed officers who worked side-by-side to educate and support faculty who teach part-time and to do the behind the scenes work of researching communicating, training, and collaborating on PTFC issues. Let me clearly recognize the work of Vice-Presidents Chuck Jackson and Michael Perry, Secretaries Diana Honey, Kiera Morrison, and James Stinchcomb, and Parliamentarian Diana Honey.

Let me also thank those KSU leaders who walked the path with the PTFC and opened doors that were previously closed to part-time faculty: Founding Fathers: Tom Keene, Stephen Bartlett; Academic Affairs Members: Ron Matson, Kat Schwaig; Faculty Senate Presidents: Ken White, Jennifer Purcell, and Humayan Zafar. Finally, to my Department Chairs Past and Present: Mike Dishman, Ugena Whitlock, Lynn Stallings, Anete Vasquez, and Wendy Sanchez, a world of appreciation for allowing me to be a teacher and a leader.

*Joanne Lee*

# Part-Time Faculty Council

## Meeting Minutes

April 12, 2021

<http://ptfc.kennesaw.edu>

**DRAFT**

- I. Welcome: Meeting was called to order @ 3:38 pm by President Joanne Lee
- II. Approval of Minutes: Tabled vote for March 22, 2021 meeting minutes until May 3, 2021 meeting motion by Pearl Young and second Michael Perry.
- III. President's Update
  - A. **Faculty Senate Update**
    - i. Annual Faculty Evaluations does not include PTF.
    - ii. Discussion to changes to Handbook terminology were approved.
    - iii. Options for review of nontenured faculty does not include PTF discussed.
    - iv. Kathy Schwaig, Provost announced that Dean Searches are in progress for Bagwell, College of Computer and Engineering, and College of Humanities.
    - v. Check faculty website for minutes and updates: <https://facultysenate.kennesaw.edu/index.php>

### B. Meeting with Chairs and Directors

President Lee met with the chairs and directors on Wednesday, April 14, 2021 to update progress of Part-Time Faculty Council. She reviewed the priorities of the PTFC – Policies and Compensation, Shared Governance and Inclusion, and Communication. She stressed the term faculty who teach part-time, inclusion in departmental meetings, and appointed early enough to allow for scheduling to facilitate representatives attendance at meetings. Talking points included Communication, Pay and Level of Support.

She also asked chairs to send her the names of representatives for next year and the names of departmental winners for departmental and/or college Outstanding Teaching Awards.

Joanne asked representatives to share the accommodations provided by department for faculty who teach part-time.

- Steve Walker – Health Education – PTF include in skill building, ropes course or other activity
- Sharon Pepple - Bio Chem – has an area to reserve
- Cynthia Perry – Dance – area to make it work
- Michael Perry - Information and Security – area with cubbies
- Nicole Adkins – Theatre and Performance shared space
- Pearl Young – Social Science – Shared space for faculty shared across department
- Connie Briggs – English department – offices on top and bottom floors

### IV. Old Business

- A. Joanne confirmed returning and new reps with roll call asking each representative to indicate returning or not for next year. Vice-President Michael Perry documented responses.
- B. PTF Teaching Award Updates by Michael Perry. Michael congratulated Joanne for her department and university recognition as Outstanding Part-Time Teaching award recipient. He asked representatives to find out if

# Part-Time Faculty Council

any department or university award was presented in their respective departments..

- C. Priorities for 2021-2023 – PTFC made progress over the past year in the following areas:
- Policies and Compensation – Faculty who teach part-time received a raise, contingent on fund availability.
  - Shared Governance – PTFC have been included in Senate surveys and in presentations to the assembly. Inclusion remains sporadic and minimal across the university.
  - Communication is getting better and may be attributed to online meetings that increase access to the monthly meetings.
- D. Joanne asked the participants to share their ideas for priorities for the next two years via email for consideration by the next executive committee.

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## V. New Business

- A. Nominations Committee Update - President Joanne Lee reviewed the Standing Rule that was adopted March 2020 to address elections and voting during online meetings. The proposed modification to hold elections during the last meeting of the year (May 3) as stated in bylaw was proposed by Yen Rodriguez to rework the timeline and seconded by Cleopatra Iliescu. The motion passed.
- B. May meeting changes include the following: candidates will respond to questions from the floor; representatives vote online via a link sent to representative only; results will be announced; and the new executive committee will take office. Diana Honey made a motion to accept the modifications and Cleopatra Iliescu seconded the motion. Discussion regarding anonymity and process followed. Representatives were assured that privacy would be guaranteed and only representatives would be voting. President Lee indicated that this was the same process used by the Faculty Senate. President Lee asked Vice-President Michael Perry and Secretary James to ensure anonymity. Michael will reach out with Humayan to get programming. The motion passed.
- C. Nominating Committee Chair Diana Honey reviewed the process for the selection of officers indicating that the April 1 deadline for nominees to questions for President, Vice President, and Secretary to submit responses had been met by two representatives. The Nominations Committee met and submitted the follow nominations: President: Michael Perry, Vice-President: James Stinchcomb, and Secretary: No nomination. President Joanne Lee accepted the slate of proposed officers and opened nominations from the floor.

President Joanne Lee called for nominations from the floor for President; hearing none, she closed nominations for President.

President Joanne Lee called for nominations from the floor for Vice President; hearing none; she closed nominations for Vice-President.

President Joanne Lee called for nominations from the floor for Secretary. Ahmed Alsharif self-nominated. Hearing no other nominees, she closed nominations for Secretary.

Nominees from the floor and will have until Thursday, April 15 to submit responses to the questions approved by representatives to the Diana Honey, Nominating Committee Chair. Candidates will answer questions from the floor, and representatives will vote on May 3 during the PTFC meeting.

- D. Professional Learning Segment Teams and Voting: This item was tabled to meeting in May.

# Part-Time Faculty Council

## VI. Announcements and Questions

Joanne Lee

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- A. Update from CETL: Mandy McGrew is working on asynchronous, fully online and self-paced will be available in August. She is working on Tilt to help improve student success; email Mandy with any comments or questions.
- B. Questions: Gregg Johnson asked a question about pay, seniority, and hiring. Michael Perry stated that this process is not consistent across the university, colleges, and departments. This will be something to continue to look into and work on.

## VII. Next Steps

Michael Perry

- A. Share newsletter with all PTF
- B. Send in items for newsletter.
- C. PTFC will meet 5/3/21
- D. Be sure to check in with James if you entered the meeting late.

*Motion to adjourn meeting, approved. Meeting ended by 4:50 pm*

*Minutes submitted by: James Stinchcomb*

## **Nominations Committee Slate of Officers**



Led by Committee Chair Diana Honey, the Nominating Committee presented the following slate of officers for the 2021-2023 term:

President: Michael Perry  
Vice-President: James Stinchcomb  
Secretary: No nomination

The nominee from the floor withdrew his name from consideration; voting will occur by electronic ballot during the May 3 meeting.

Image by [3D Animation Production Company](#) from [Pixabay](#)

## **Special Guest: Don't Miss This**



Welcome to our new leader! Interim KSU President Kat Schwaig is the featured speaker at the May 3 PTFC meeting. Dr. Schwaig has served Kennesaw State in many positions in her career including her most recent as Provost. She has previously served as the Dinos Eminent Scholar Chair of Entrepreneurial Management and professor of information systems, as well as the dean of KSU's Michael J. Coles College of Business, a position she held from 2012 to 2019. Schwaig joined the faculty at KSU in 2002, giving her almost 20 years of teaching and professional experience as an Owl.

***Congratulations Dr. Schwaig***

# Part-Time Faculty Council

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## Meeting Minutes

March 22, 2021

<http://ptfc.kennesaw.edu>

### I. Welcome

Joanne Lee

Meeting was called to order at 3:30pm via Zoom. Attendees were asked their name as introduction, if they were representative or guest, and department for roll call. Also, all to type in their name and department for attendance.

### II. Approval of Minutes

James Stinchcomb

The minutes from the February 22nd meeting were shared in Teams group, in the listserv email, the PTFC Newsletter, and on the website and no corrections or additions were needed. Motion was made by Kimberly Watkins to accept the minutes as presented and seconded by Pearl Young; passed unanimously with no objections.

### III. President's Update

Joanne Lee

#### A. Faculty Senate:

Joanne attended Faculty Senate as representative. Two items brought up to look into that would affect PTF: Looking at putting into syllabus that due to weather face-to-face instructors felt they are losing time with student and wanted to say that classes would go virtual during those situations. No decision was made and will be brought back up at a later time. A Senator asked if classes would remain virtual in the Fall 2021 or convert back to face to face; President Whitten suspected that we would return to face to face; no final decision has been made at this time and will have to wait and see. For other items discussed, you may review Faculty Senate minutes at: [https://facultysenate.kennesaw.edu/meetings/Senate\\_March\\_Agenda.pdf](https://facultysenate.kennesaw.edu/meetings/Senate_March_Agenda.pdf)

B. Joanne reminded representatives of our focus throughout this year at PTFC looking at where we have gone and where we still need to go: (a) communication; (b) pay; and (c) support; think about our priorities.

### IV. Old Business

Michael Perry

- A. Faculty Senate on Plus/Minus grading system: Committee representatives from PTF were Joanne Lee, Michael Perry, and James Stinchcomb. Results from full-time and part-time faculty surveys showed there was no majority and the motion failed. Since it failed at the faculty level, there was no reason to move forward.
- B. Confirmation of returning and new representatives will be conducted and reviewed by Joanne Lee, Michael Perry, James Stinchcomb to make sure updated list is completed.
- C. PTF Teaching Award Updates: A representative wrote to Joanne stating that another department had a winner of an award but was not present to discuss with the council. Joanne asked all representatives to reach out to departments to double check to see if any PTF received any awards so that we can bring this to everyone's attention.
- D. New Term Mentioned by James Stinchcomb: Instead of Part-Time Faculty, the PTFC might consider referring to part-time as "*Faculty who teach part-time.*" Mandy McGrew stated that she has used this term in previous work.
- E. Michael Perry stated that we are starting to have an impact within some departments and need to continue the push for inclusion in meetings and departmental work..

### V. New Business

Joanne Lee

A. Nominations Process for PTFC Officers: Joanne reviewed the nominations process and need for a standing rule. Based on Article 3 of the Bylaws, the a process for the election of officers was proposed for adoption as a Standing Rule for the Part-Time Faculty Council. A motion to accept the standing rule for nominations as written and presented was made by Kimberly Watkins and seconded by Steve Walker. Motion passed by vote of 13

# Part-Time Faculty Council

of representatives present for meeting with one objection.

- B. Nominations Committee: Joanne appointed Diana Honey as chair and asked for other representatives to email her if they were interested in serving on this committee. She would also reach out to some representative to volunteer
- C. Meeting with Chairs and Directors: Joanne will meet with Chair and Directors to discuss goals, pay raise and thank KSU, to ask for inclusion in department meetings to share expertise, and to bring representative into discuss scheduling to make sure class time does not interfere with monthly Monday meeting.
- D. Priorities for 2021-2023: Suggestions from the floor included annual trainings for faculty who teach part-time and a way for all representatives to share ideas

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## VI. Announcements and Questions

Joanne Lee

- A. Update from CETL: Mandy McGrew announced virtual Part-time Faculty Teaching Academy has 12 participants. She is looking to set up D2L page or toolbox with self-paced learning opportunities and other resources this could be collaborative with CETL and PTFC. COVID 19 Q&A with HR and experts from WellStar will be held on March 24 for all faculty and staff
- B. Make sure you have submitted your timesheet for this month

## VII. Next Steps

Michael Perry

- A. Share newsletter with all PTF.
- B. Send in items for newsletter for April Newsletter.
- C. PTFC will meet 4/12/21 @ 3:30pm.
- D. Be sure to check in with James if you entered the meeting late.

Motion to adjourn meeting, approved. Meeting ended by 4:50 pm

*Minutes by James Stinchcomb*

|                  |                          |  |
|------------------|--------------------------|--|
| 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>     |
| James Stinchcomb | Secretary                | <a href="mailto:jstinch2@kennesaw.edu">jstinch2@kennesaw.edu</a> |
| Diana Honey      | Parliamentarian          | <a href="mailto:dhoney@kennesaw.edu">dhoney@kennesaw.edu</a>     |
| Yvonne Wichman   | Immediate Past President | <a href="mailto:ywichman@kennesaw.edu">ywichman@kennesaw.edu</a> |



# Part-Time Faculty Payroll Dates

## 10 Month Pay Groups

Ten Month Faculty  
Graduate Assistants  
Part-time Faculty

| Payroll Period | Relocation Reimbursements Due to Payroll by 5:00 pm | SPAs & STRs Payroll by 5:00 pm | OneUSG Time Entry & Approvals Due by COB | Paycheck Issue Date |
|----------------|---|--------------------------------|--|---------------------|
| Jan 2021       | Jan 11, 2021  | Jan 15, 2021                   | Jan 15, 2021                             | Jan 29, 2021        |
| Feb 2021       | Feb 9, 2021   | Feb 15, 2021                   | Feb 15, 2021                             | Feb 26, 2021        |
| Mar 2021       | Mar 16, 2021  | Mar 22, 2021                   | Mar 22, 2021                             | Mar 31, 2021        |
| Apr 2021       | Apr 15, 2021  | Apr 21, 2021                   | Apr 21, 2021                             | Apr 30, 2021        |
| May 2021       | May 13, 2021  | May 19, 2021                   | May 19, 2021                             | May 28, 2021        |
| Jun 2021       | See Summer Faculty Payroll Schedule                 |                                |  |                     |
| Jul 2021       |   |                                |  |                     |
| Aug 2021       | Aug 16, 2021  | Aug 20, 2021                   | Aug 20, 2021                             | Aug 31, 2021        |
| Sep 2021       | Sep 15, 2021  | Sep 21, 2021                   | Sep 21, 2021                             | Sep 30, 2021        |
| Oct 2021       | Oct 14, 2021  | Oct 20, 2021                   | Oct 20, 2021                             | Oct 29, 2021        |
| Nov 2021       | Nov 12, 2021  | Nov 18, 2021                   | Nov 18, 2021                             | Nov 30, 2021        |
| Dec 2021       | Dec 10, 2021  | Dec 16, 2021                   | Dec 16, 2021                             | Dec 31, 2021        |



## Part-Time Faculty Council Meeting May 3

Please join your colleagues at the March meeting of part-time faculty at 3:30 on May 3 at the Zoom link posted below. If you cannot make the meeting, contact your department representative for an update.

1. Hover over the link below “Click here to join the meeting.”
2. Click “Open Link” and join the meeting.

**[Part-Time Faculty Council – General Body Meeting from 3:30pm to 5:00 pm EST](#)**

Join Zoom Meeting

<https://kennesaw-edu.zoom.us/j/83403321010>

Meeting ID: 834 0332 1010

Passcode: 75fJAR