



Part-Time Faculty Council News and Notes

Volume 7, Issue 2

October 2020

PTFC Meetings 3:30 - 4:45

Fall Semester Online

Fall
08-31-2020
10-05-2020
10-19-2020
11-16-2020
12-07-2020
Spring
01-25-2021
02-15-2021
03-22-2021
04-12-2021
05-02-2021



From the President : Breathe

I caught myself holding my breath and clenching my teeth as I tried to navigate this last week. I begin this week by taking the same advice I am giving to you my colleagues, my students, my friends. **Breathe. We will get this done.**

I know that each of us has had our worlds shaken to the point that it is hard to recognize what day it is and what was due to whom by when. My life feels like a series of mini earthquakes that disrupt whatever plans I make for myself. The problem is that I keep thinking that if I try to keep up with the normal routine, then it will all get done. I am worried about all of us because we are givers and dedicated to teaching and learning. However, we need to stop, drop, and breathe.

The pandemic has some hidden consequences that we may not be aware of because we are striving to stay on track. My symptoms include:

1. Zoombism - I am zooming with students as a class, students individually, my Ladies Auxiliary as a group, my Ladies Auxiliary officers, my Delta Kappa Gamma sisters as a group, my state and district Delta Kappa Gamma officers individually and as a group, part-time faculty at Kennesaw State University individually and as a group. I now am an official Zoombie.
2. Lack of Mobility - If the chair parked in front of the screen does not have wheels that allow me to slide to the other side of the room to reach a file, then I am not getting up. Walking across the room is now an aerobic activity.
3. Hit and Miss Hunting and Gathering - I go to the grocery store to find out that there is no Nestle's Crunch or Cookies and Cream ice cream. I pick up some food to cook and food for the dog, and the dog is only interested in what I am eating. You know that guilty feeling when those sad eyes look at you so reproachfully that the words, "I thought you loved me!", hang in the air between every bite you take.

My point is that I want us to chill about deadlines we set for ourselves and others. I am devastated for teachers as they ride the roller coaster of in-person and virtual learning and struggle to make everything seem normal. I am devastated for friends and families who maneuver around school and work schedules, technology and the lack of technology, the loss of personal interaction and the fear of exposure to an unseen but real threat. The current reality throws us off balance as the ground shifts hourly. To combat this assault, be transparent. Listen, include, and share information that is needed by colleagues, friends, and families. **Breathe.**

Joanne Lee

Part-Time Faculty Council

Minutes October 5, 2020

I. Welcome

Joanne Lee

II. Approval of Minutes

Yen Rodriquez

There were no objections to the minutes from the August 31 meeting which were shared in the Part Time Faculty (PTFC) newsletter. Yvonne Wichman motioned to approve the minutes as published. Michael Perry seconded. Joanne Lee called for a vote and the minutes were approved as published.

III. President's Update

Joanne Lee

A. From the Provost - Ron Matson

As reported on the KSU website, the numbers on Covid19 cases are very good. As it appears, the KSU community is in alignment with current safety guidelines, particularly in comparison with current national trends. There was discussion regarding some of the senators being interested in looking at having plus/minus grading. This was something that we looked at in 2011, when the proposal was made following our campus wide vote. The proposal was not approved by the Board of Regents. A recommendation was to acquire feedback from the faculty as to whether there is interest in having plus minus grading. Right now only UGA and Georgia State among the system schools are allowed to use plus minus grading. A survey will go out to ask feedback from part time faculty.

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B. From the PTFC President

1. President Joanne Lee asked Vice President Michael Perry to provide a brief overview of tools recently made available by the university to make our workload easier. After accessing the complete list, Michael stated that we can make this list accessible on the website with aims to review them at an upcoming meeting. One program was Microsoft forms which could be used to collect data. Another was a peer review program that allows students to conduct peer reviews. Another showcased program provides support to help grade paper-based assignments electronically.
2. Joanne introduced Part Time Faculty Council Executive board and Staff Senate liaison James Stinchcomb. The board will maintain the focus points for the year as Task Force goals of communication, policies and compensation, inclusion of part time faculty.
3. Joanne provided an overview of the PTFC Newsletter and asked that it be sent out by representatives each month as part of their communication with the faculty they represent.
4. The Executive Committee will take measures to streamline communication among all PTFC Representatives. Joanne appointed a Communications Committee consisting of Yen, James, and Michael.

IV. Intellectual Property

Joanne introduced our guest speakers on Intellectual Property, John Marshal and Chris Cornelison to explain it and the revised process. They provided an explanation of the newly circulated contract forms. Key points of the presentation were:

- Started when contracts were being generated between the university (faculty and students) and private companies to have classes perform projects for them. These contracts were not clearly outlined and put the Intellectual Property (IP) of both students and faculty at risk.
- Contracts were then generated to provide standardization to protect IP for faculty and students.
- Research contracts were developed for consulting activities performed by the university for a third party entity, sometimes in exchange for a fee. These structured contracts do not override the existing university guidelines on IP.
- All Intellectual Property is required to go through the university's approval process.
- Students that develop IP for a class course work exclusively own that IP and the university has no right to it. Students cannot be forced to assigned rights for their IP; it is ultimately the student's choice. Unless there is an existing agreement between a faculty member and the respective department, KSU does not have any rights to any work done with a third party publisher that does not use university resources. It is an attempt to streamline and

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attract business for KSU research projects, with the intent to streamline the process but not to limit its potential.

Templates can be found in the IP website. Templates were designed for consulting activities performed by the university. These 2 sample contracts do not override university IP guidelines.

Link: From Chris Cornelison <https://research.kennesaw.edu/intellectual-property/index.php> Feel free to reach out to them with any questions - intellectualproperty@kennesaw.edu

V. Old Business

Michael Perry

- A. Michael answered questions on Roles and Responsibilities.
- B. Michael discussed the PTFC website for the benefit of new reps.

VI. New Business

Joanne

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- A. Joanne Lee presented a solution for PTFC communication with departments without representatives. Of the 46 departments at KSU, only 29 are represented in the PTFC. Joanne asked for a motion to allow our parliamentarian to serve as a representative-at-large. Michael Perry made a motion to have the appointed parliamentarian serve as a representative-at-large to departments without representation. Yvonne Wichman seconded the motion.
- B. James Stinchcomb presented the process for PTFC Survey to determine the format that PT faculty are using for instruction. It will be sent to all PT faculty. Representatives will send out the survey to your department's part-time faculty by **10/19**. https://kennesaw.col.qualtrics.com/jfe/form/SV_6tCbEts6aKymthP
- C. Joanne is still working on PTFC representatives being paid for their services.
- D. Question about reporting hours were answered. Yvonne Wichman stated that she was willing to share her cheat sheet on the step by step instructions to report hours in USGONE
- E. Joanne reminded representatives that monthly meetings are on Mondays at 3:30 p.n. and to talk with department chair when scheduling for spring semester.

VII. Next Steps

Joanne Lee

- A. Joanne asked if representatives can send out 3-5 sentence bios about themselves to include in the monthly PTFC newsletters . Send to yrodrig1@kennesaw.edu by **10/12**.
- B. Representatives please send out PTFC survey to your department's part-time faculty by **10/19**.
- C. Send Newsletter and personal communication to your department part-time faculty by **10/26**.
- D. Next PTFC Meeting on **11/16** at 3:30pm on Zoom.

VIII. Announcements and Questions

- A. PTFC will not meet on **10/19**.
- B. Survey results should be available at the next meeting.

Minutes submitted by Yen Rodriquez 9/15/20



Part-Time Faculty Snapshots

10 Month Pay Groups

Ten Month Faculty
Graduate Assistants
Part-time Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	OneUSG Time Entry & Approvals Due by COB	Paycheck Issue Date
Jan 2020	Jan 17, 2020	Jan 17, 2020	Jan 31, 2020
Feb 2020	Feb 17, 2020	Feb 17, 2020	Feb 28, 2020
Mar 2020	Mar 20, 2020	Mar 20, 2020	Mar 31, 2020
Apr 2020	Apr 21, 2020	Apr 21, 2020	Apr 30, 2020
May 2020	May 19, 2020	May 19, 2020	May 29, 2020
Jun 2020	See Summer Faculty Payroll Schedule		
Jul 2020			
Aug 2020	Aug 17, 2020	Aug 17, 2020	Aug 31, 2020
Sep 2020	Sep 21, 2020	Sep 21, 2020	Sep 30, 2020
Oct 2020	Oct 21, 2020	Oct 21, 2020	Oct 30, 2020
Nov 2020	Nov 18, 2020	Nov 18, 2020	Nov 30, 2020
Dec 2020	Dec 17, 2020	Dec 17, 2020	Dec 31, 2020



Begging for forgiveness works.



Part-Time Faculty Data Survey

To support you in navigating Kennesaw State University academically and organizationally, the Part-Time Faculty Council is asking you to provide information on what you are teaching and in what format. There are many supports and services available to you as an instructor that are designed to address the learning needs of students and to provide you with the resources needed to succeed.

Help us find out what you are teaching and the format you are using to provide instruction by clicking on the link below. If you have a specific question, send Joanne Lee an email at jlee102@kennesaw.edu. The Part-Time Faculty Council is here to help you.

https://kennesaw.co1.qualtrics.com/jfe/form/SV_6tCbEts6aKymthP

Click the Link!