

Part-Time Faculty Council

Minutes September 9, 2019

- I. **Welcome** – Professor Michael Perry opened meeting with a welcome and called to order at 3:35 p.m.
- II. **Vice President's Update**
 - A. Walked through website updates on site:
 - A. **Representatives:** where to locate board members and department reps for 2019-2020 and advised the department representatives have been updated or changed based on most recent list but could require additional revisions.
 - B. **Documents:** charter is the same, bylaws updated.
 - C. **Schedules and Minutes:** Next meeting, October 7, 2019. Meetings will be held in Room 300 for Fall but switch along with Faculty Senate to the Marietta Ballroom for Spring 2020.
 - D. **Newsletter:** advised hardcopies are available on back table with sign-in sheet.
 - Requested representative record attendance and verify information is correct or update.
 - E. **Resources:** various links on website (i.e. CETL)
 - F. **Faculty Senate**
 - B. **Agenda**
 - A. Approval of April minutes are posted on the website, but we do have an addendum to April minutes to include the information and discussion regarding quorum. Motion made by Diane Honey and seconded by Kiera Morrison.
 - B. Vote taken to adopt April minutes with the addition of the quorum information.
 - C. Further explanation requested from Nelda Hadaway. Michael explained Roberts Rule of Order states one thing but our bylaws which supersede Roberts Rules says a quorum is based on the majority of people at a meeting not the list of representatives who are members.
 - D. Question raised because during the elections there was a nomination from the floor for Vice President, Mandy McGrew nominated Michael Perry, Michael accepted, then everyone voted.
 - E. Nelda Hadaway: a quorum is simply majority of the members present. Michael Perry: exactly according to our bylaws which supersede Roberts Rules of Order for us because that is the way it is stated. Any other questions?
 - F. Move to vote minutes be adopted with the addendum. Motion requested, made, and seconded to adopt minutes. Voted with a show of hands.
 - G. Minutes adopted with addition.
 - H. In Joanne's absence other agenda items moved to October.
 - I. Website Review:
 - Schedules and Meeting (where future meetings are listed)
 - Newsletter: Payroll/pay period schedule review. Tip provided by Diana Honey: Time input allowed one month ahead.
 - C. **CETL:** Mandy McGrew, no SPACE in 2020. Operated at a loss and numbers were declining. Given three years to get program going. Hit a peak at 120 people but decline thereafter. Presenter number remained the same but more and more people outside of KSU. More interested in supporting KSU PTF. Therefore, it was agreed Mandy's time can be spent doing more for the KSU PTF. Discussions on bringing back on a less frequent basis (every other year) or hosting at other institutions within USG.
 - A. **Question:** Have you had any discussions with other schools to gauge interest in picking up the charter and hosting?

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B. Mandy: Reached out to others and composed an advisory board of people around the country known through professional organization affiliation attending every year (i.e. Mary Beth Brophy, New Jersey). To date no interest or eagerness from others. Difficult to locate a host because the conference is costly.

- **Teaching Academy** – confirmed for PTF over Spring Break (25 people). Call will go out in December.
- **Available** – Workshops, webinars, one-on-one consultations, classroom observations, and student-focused groups.

III. Vice President's Update Part 2

- A.** Presentations are settled but the Research on Teaching and Learning conference coming up in October. He will be doing a poster session.
- B. Place on October Agenda** – Recognition for years of service for PTF. No financial compensation.

IV. Professional Training

- A.** Professional training will be implemented into PTFC Meetings going forward.
- B.** If there are any suggestions, questions or interests, please notify Michael via email to address those needs.
- C.** Evan Atkin UITS – conducted first training on setting up and sending group emails.
- D.** Michael directed attendees where to find board email addresses (for practice) and email body on PTFC website.
- E.** Nelda Hadaway asked if board members should be included on email exchanges to PT department members
 - Will include board, can request removal if desired
- F.** Michael Perry asked the floor if they had questions.
- G.** Evan reviewed training resources on UITS website. Select “training” section to view list of available sessions for faculty, staff, and students.
- H.** First Friday's (Kennesaw 9AM-4PM) and Third Thursday's (Marietta 1PM- 4PM) walk-in sessions (no appointment) to work with a trainer in Pilcher Building Rm 106.
- I.** Also offer hands on 45-minute workshops (D2L, Qualtrics, Photoshop, etc.)
- J.** Owl Train
 - Review host of resources
- K.** Kiera Morrison: Where is the new link for the D2L manual? Evan Atkins: It changes frequently and was probably not updated.
- L.** Diana Honey: Has the Chrome Book interface been updated for students to take exams? Evan Atkin: Not to my knowledge, it is an issue with the Chrome Book.
- M.** Diana Honey: Chrome Book also does not respond to Respondus.
- N.** Michael Perry: What other training would the members like from Evan?

IV. Vice President's Update Part 3

- A.** We will work on getting LISTSERV to email as a group. Board will email members, and members will email department.
- B.** Joanne will cover AAUP.
- C.** We will need committee members and groups to uncover ways to help PTFC. Visibility, inclusion, getting the word out. Communicate with colleges by Sept 23rd.
- D.** Send recognition emails to Joanne for newsletter entry.
- E.** Next meeting on October 7th but send ideas by Sept 23rd.
- F.** Kiera Morrison ask members to introduce themselves.
 - a. Michelle – Psychology

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- b. Kiera Morrison – Leadership and Integrative Studies
- c. Diana Honey – History and Philosophy
- d. Ron Matson – Senior Associate VP for Academic Affairs
- e. Tom Bell - Health and Physical Education
- f. Mandy McGrew – CETL
- g. Nelda Hadaway Mathematics
- h. Sam Peng – Construction and Management
- i. Bruce Flowers – Humanities and Social Sciences
- j. Michael Perry – Information Systems

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

Submitted by Kiera Morrison 9/20/2019

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