

Part-Time Faculty Council

Meeting Minutes

January 25, 2021

<http://ptfc.kennesaw.edu>

- I. Welcome Joanne Lee
Dr. Joanne Lee called the meeting to order at 3:30pm. She reviewed the role of PTFC via PowerPoint presentation to welcome and go over expectations for part-time faculty. Attendees were asked to type name by entering in the chat for tracking.
- II. Approval of Minutes Joanne Lee
The minutes from the December 7 meeting were shared in Teams group, in the January newsletter, and on the website. A motion by Michael Perry to approve the minutes as presented was seconded by Diana Honey. Minutes passed unanimously with no objections.
- III. President's Update Joanne Lee
- A. Prior to meeting, Joanne sent an email to all PTF representatives asking them to update information if there was a change in the representative starting this semester.
 - B. Newsletter – Joanne asked representatives to please share with their department part-time faculty.
 - C. Faculty Senate - Joanne shared that the Faculty Senate passed a motion to send President Whitten and Provost Schwaig to convert to virtual teaching.
 - D. Update Presentation to Faculty Senate on Plus/Minus grading system. - Below motion passed and will be shared for individuals to take survey. *“We move for the Faculty Senate to officially request that each of its senators share the KSU Report on Plus-Minus Grading with the faculty of their department and encourage participation in the Faculty Senate Grading Modality survey by all full- and part-time faculty. Senators are requested to have the KSU Report on Plus-Minus Grading and Faculty Senate Grading Modality Survey appear as an agenda item at the February department faculty meeting as well as to send both the report and survey link to all full- and part- time faculty via their department mailing list.”*
 - E. The Faculty Senate voted to remove the number of withdrawals students could have had before a WF was recorded.
 - F. Faculty Senate also approved to eliminate the keeping course evaluations open after posting of grades for this could be seen as retaliation from students after they see their grade.
- IV. New Business Joanne Lee/Michael Perry/James Stinchcomb
- A. Outstanding Part-Time Faculty Award – Joanne shared information about the award previously through email to all representatives. Mandy McGrew updated representatives on process for part-time faculty and using CETL for assistance.
 - B. Michael presented discussed how to use a digital background during virtual meetings. Backgrounds were uploaded to Teams and part-time faculty website for part-time faculty to download and use.
 - C. Michael and James presented an overview of how to use Microsoft Teams at a basic level. The purpose of Teams is to collaborate with part-time faculty and store documents. This will be a primary place for communication outside the ListServ. Highlights of the presentation include:
 - i. Overview of how to join and create Microsoft Teams
 - ii. How to Join a Team w/ Code (PTFC Teams code: **wuaj8ei** to join directly)
 - 1. *Representatives were then showed how to access files to initial by their names to help with attendance tracking for meetings and how they can collaborate in real time with members. Due to KSU policy, anyone not signed in through KSU account will appear as guest and will not be able to participate.*

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- iii. General overview of using a Team as a member
 1. General Channel & Post; As well as how to access files.
 2. Created Hyperlinks at the top of General to access PTFC Website, UITS, CETL, other important resources.
 3. Channels – create new channels
 4. Add/Removing Members
- iv. How to create a new Team for class
 1. Setup new team for class
 2. Add Members (students or others to a Team)
 3. Add Channels
 4. Breakout rooms
- v. UITS Training for additional information: <https://uits.kennesaw.edu/>

V. Next Steps

Joanne Lee

- A. Look for and communicate survey of Plus/Minus grading system for all faculty. Also, use Teams to find out what should be communicated to department pt faculty.
- B. Continue to share newsletter. Send items for February newsletter to Joanne as soon as possible.
- C. Part-time Faculty Representatives should ask to attend department faculty meetings.
- D. ListServ will be used to communicate to all part-time faculty at KSU. The Council will be setting up another group just for PTF representatives.
- E. The Executive Committee will look into Zoom for new platform training and for our potential PTFC meetings.

VI. Announcements and Questions

Joanne Lee

- A. PTFC will meet 2/22/21 at 3:30 to 5 pm instead of 2/15/21 like the Faculty Senate. During this meeting, we will take a group photo, so please be ready. This will be used on website.
- B. Please send email if you were unable to sign in or access Teams.

Meeting adjourned at 5:10 pm.

Minutes submitted by: James Stinchcomb

Part-Time Faculty Council

Representatives & Guest

January 25, 2021 - 28 people in attendance

PTFC Executive Board

Representative	Department	Email	Attended
Dr. Joanne Lee	President	jlee102@kennesaw.edu	Y
Michael Perry	Vice President	mperry@kennesaw.edu	Y
Diana Honey	Parliamentarian & Representative-at-Large	dhoney@kennesaw.edu	Y
Yvonne Wichman	Immediate Past President	ywichman@kennesaw.edu	Y
James Stinchcomb	Secretary & Staff Senate Liaison	Jstinch2@kennesaw.edu	Y

Guest to Meeting

John Goldsack			Y
Sandra Scheier			Y
Gregg Johnson			Y
Autumn Burton			Y
Max Crocker			Y

Department Liaisons

Representative	Department	Email	Attended
Mandy McGrew	CETL	mandymcgrew@kennesaw.edu	Y
James Stinchcomb	Staff Liaison	Jstinch2@kennesaw.edu	Y

Bagwell College of Education

Representative	Department	Email	Attended
Joanne Lee	Educational Leadership	jlee102@kennesaw.edu	Y
Cleopatra Iliescu	Inclusive Education	ciliescu@kennesaw.edu	Y
Walt Justice	Instructional Technology	jjusti15@kennesaw.edu	Y
	Secondary & Middle Grades Education		
	Elementary and Early Childhood Education		

Coles College of Business

Representative	Department	Email	Attended
Ronna Woodruff	Accountancy	rwoodru1@kennesaw.edu	Y
Michael Perry	Information Systems	mperry@kennesaw.edu	Y
	Economics, Finance and Quantitative Analysis		
	Management and Entrepreneurship		
	Marketing and Professional Sales		

College of Architecture and Construction Management

Representative	Department	Email	Attended
Samuel Peng	Construction Management	speng@kennesaw.edu	
Brian Buckner	Department of Architecture and Construction Administration	bbuckne5@kennesaw.edu	
Norris Hunt	Architecture		

College of Computing and Software Engineering

Representative	Department	Email	Attended
Ben Setzer	Computer Science	bsetzer@kennesaw.edu	Y
Sailaja Pydimarri	Computing and Software Engineering - Information Technology	spydimar@kennesaw.edu	Y
Jerry Mamo	Software Engineering and Game Development	emama@kennesaw.edu	

College of Humanities and Social Sciences

Representative	Department	Email	Attended
Amy Floyd	Communication and Media - Conflict Management, Peacebuilding	afloyd46@kennesaw.edu	

Part-Time Faculty Council

“Constance” Connie Briggs	English	cbriggs5@kennesaw.edu	Y
Oksana Tikhonovsky	Foreign Languages	otikhono@kennesaw.edu	Y
Bruce Flower	Government and International Affairs	bflower@kennesaw.edu	
Pearl Young	History and Philosophy	pyoung29@kennesaw.edu	Y
Yen Rodriguez	Interdisciplinary Studies	yrodri1@kennesaw.edu	
Kimberly Watkins	Psychology	kwatkin7@kennesaw.edu	Y
Jennifer Combs	Sociology and Criminal Justice	jcombs10@kennesaw.edu	
Ginger Sinton	Technical Communication and Interactive Design	gsinton@kennesaw.edu	Y
Pearl Young	History and Philosophy	Pyoung29@kennesaw.edu	Y
Mario Watkins	Interdisciplinary Studies	mwatki50@kennesaw.edu	
Kristen Walker	Interdisciplinary Studies	kwalke13@kennesaw.edu	
Jessica Duvall	Interdisciplinary Studies	mandymcgrew@kennesaw.edu	
Maria Odum-Hinmon	Communication and Media	modumhin@kennesaw.edu	
Phyllis Russell	Criminal Justice	prussel6@kennesaw.edu	
Dan Page	Geography and Anthropology	dwp4619@kennesaw.edu	

College of Science and Mathematics

Representative	Department	Email	Attended
David Nazari	Mathematics	snazari@kennesaw.edu	Y
Nicholas Buonamia	Statistics and Analytical Sciences	nxb8138@kennesaw.edu	
Hally Shaffer	Chemistry	hshaffe4@kennesaw.edu	
	Chemistry and Biochemistry		
	Ecology, Evolution, and Organismal Biology		
	Molecular and Cellular Biology		
	Physics		

College of Arts

Representative	Department	Email	Attended
Anita Burch	Art and Design	Aburch4@kennesaw.edu	Y
Cynthia Perry	Dance	cperry44@kennesaw.edu	Y
Nicole Adkins	Theatre and Performance Studies	nadkins3@kennesaw.edu	
Andrea Thoma	Art and Design	athoma@kennesaw.edu	
	Music		
Carla Powell	Apparel and Textile		

Southern Polytechnic College of Engineering and Engineering Technology

Representative	Department	Email	Attended
Barry Blount	Engineering Technology	bblount8@kennesaw.edu	
Vijay Goyal	Mechanical Engineering	vgoyal2@kennesaw.edu	
Ahmed Alsharif	Systems and Industrial Engineering	aalshar1@kennesaw.edu	Y
	Civil and Construction Engineering		
	Computer Engineering		
	Electrical Engineering		

WellStar College of Health and Human Services

Representative	Department	Email	Attended
R. Steve Walker	Exercise Science and Sport Management - Health Promotion and Physical Education	rwalker58@kennesaw.edu	Y
Rosemary Greenidge	WellStar School of Nursing	rgreenid@kennesaw.edu	
Brian Hults	Levin School of Management, Entrepreneurship and Hospitality	bhultz@kennesaw.edu	
Christal Blalock	Levin School of Management, Entrepreneurship and Hospitality	cblalo13@kennesaw.edu	Y
James Stinchcomb	Social Work and Human Services	jstinch2@kennesaw.edu	Y