

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.

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

Part-Time Faculty Council

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 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 Lee

- 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.co1.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.

Part-Time Faculty Council

Minutes submitted by Yen Rodriquez 9/15/20

Dr. Joanne Lee	President	jlee102@kennesaw.edu
Michael Perry	Vice President	mperry@kennesaw.edu
Yen Rodriquez	Secretary	yrodrig1@kennesaw.edu
Diana Honey	Parliamentarian	dhoney@kennesaw.edu
Yvonne Wichman	Immediate Past President	ywichman@kennesaw.edu

<http://ptfc.kennesaw.edu>