

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes – October 31, 2022

I. **Welcome**

James Stinchcomb called the meeting to order at 3:32 PM and began recording at that time.

II. **Approval of August Meeting Minutes**

James Stinchcomb announced that approval of the August minutes would be postponed to a future meeting due to the current PTFC Secretary vacancy. Once a permanent secretary is in place, all unapproved meeting minutes will be developed and brought to the Council for approval.

III. **President's Update**

James Stinchcomb announced his apologies for the cancellation of the September meeting. Both he and Diana Honey were sick. As the only two members of the PTFC executive committee, there was no one else to conduct the meeting so it was cancelled.

James Stinchcomb confirmed that he has received emails from all department chairs confirming PTFC departmental representatives for the 2022-2023 academic year.

James Stinchcomb called for a moment of silence in honor of the KSU international student that was lost the week of the meeting.

Nicole Phillips, Associate Director in the Office of Student Advocacy spoke to the Council about her work at the university with emphasis on her work with the Behavioral Response Team (BRT) and how the BRT works to support both the academic and personal well-being of KSU students. Please see Office of Student Advocacy and BRT websites for more information as well as contact information.

James Stinchcomb attended the Faculty Senate meeting held October 31, 2022 and reported that the meeting focused on updates to the review and tenure process for full time faculty. James also encouraged anyone interested in this information to review the Faculty Senate meeting minutes located on their website.

James also provided an update on the current Provost search. There are four candidates and James encouraged everyone to participate in the candidate presentations and provide feedback to the hiring committee.

James provided an update that the front-end work is currently being done in preparation to begin looking for the new Chief Diversity Officer for the institution.

James provided an update the PTFC Executive Committee vacancies.

- Yvonne Wichman self-nominated for Member-at-Large or Parliamentarian
- Christopher Thompson self-nominated for Parliamentarian or Secretary
- Walt Justice self-nominated for Secretary

Because of overlap and that there were no other candidates for any of the positions, the three individuals were allowed to present their preferred roles as well as their vision for the role. After each candidate was given an opportunity to speak, the candidates along with James Stinchcomb were able to mutually agree on specific roles that they were comfortably serving in. James sent a motion to the floor to approve the three candidates above. Diana Honey seconded the motion. There were no objections from the attendees. As such, the following positions were filled:

- Yvonne Wichman – Member-at-Large
- Christopher Thompson – Parliamentarian
- Walt Justice – Secretary

IV. **New Business**

James Stinchcomb turned the floor over to Diana Honey. Diana reminded everyone to check their email, UITS website, and their OwlTrain accounts for mandatory annual compliance trainings to ensure they

have completed everything required by the university. Diana specifically mentioned FERPA training, USG Ethics training, Conflict of Interest training, and Vehicle Operator training. Diana provided an update on the Inter-War Culture database available to faculty. Currently, the database is provided on a trial basis and we do not know if the library will be purchasing full access to this database at this time.

Diana provided an update on the email sent to all faculty from Chancellor Perdue on October 26, 2022. Diana suggested that everyone find and read this email if they have not already done so.

Diana emphasized information in the Chancellor's email that there will be a renewed focus from the USG on full time faculty teaching and that this could affect part-time faculty course availability in the future.

Diana also informed the participants of the Georgia Degree Pays website referenced and linked in the Chancellor's email.

V. Old Business

James Stinchcomb emphasized the importance of PTFC departmental, voting representatives to volunteer for one of the committees proposed above that would be implemented in the fall.

James announced that each of the four members of the executive committee would be chairing one of the four PTFC committees. As a reminder, the four committees are:

- Policy and Compensation Legislation
- Shared Governance and Inclusion
- Communication
- Parking

There was some discussion around increasing participation in committee work. PTFC will circle back to this in a future meeting.

VI. Announcement & Questions

- CETL Update
 - Mandy McGrew was absent due to illness so James Stinchcomb provided the CETL update.
 - The Teaching Academy for Part-Time Faculty has been approved and the application for this opportunity will be posted to CETL's website by early December.
- James reminded everyone to look for the payroll calendar, which will be coming up soon. Diana Honey reminded everyone that they can front-load their payroll with hours.
- Yvonne Wichman asked James Stinchcomb to share his experience attending Kat Schwag's formal investiture as President. James shared that he was impressed with President Schwag's vision for KSU and her plan for moving towards that vision.
- James announced the TAP deadline for SP23 courses is November 15, 2022.
 - Ginger Stinton pointed out that TAP benefits do not apply to PT faculty. However, this is something that should be revisited in committee.
- The next PTFC meeting will be November 14, 2022.

VII. Adjournment

James Stinchcomb adjourned the meeting at 4:39 PM.

James Stinchcomb	President	jstinch2@kennesaw.edu
Diana Honey	Vice President	dhoney@kennesaw.edu
Walt Justice	Secretary	jjusti15@kennesaw.edu
Michael Perry	Immediate Past President	mperry@kennesaw.edu
Christopher Thompson	Parliamentarian	cthoms38@kennesaw.edu
Yvonne Wichman	Representative-at-Large	ywichman@kennesaw.edu