

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes February 26, 2024

I. **Welcome / Call to Order**

President Yvonne Wichman called the meeting to order at 3:30 PM.

II. **Parliamentary Procedure**

Christopher Thompson, PTFC Parliamentarian, reminded people to drop their name and department in the chat. Also, Christopher asked people to use the Raise Hand function when wanting to speak. Christopher also announced the presence of two guest speakers attending the meeting today.

III. **Review of Minutes - Secretary**

Meeting minutes for the January 2024 meeting were brought to the council for approval by PTFC Secretary, Walt Justice.

For the January meeting minutes, Walt Justice solicited changes, revisions, and/or additions for these minutes from the representatives in attendance. None were given by the attendees. From that, Walt requested a motion to approve the minutes as presented. Diana Honey made a motion to approve. Ginger Sinton seconded the motion to approve. The motion carried unanimously, and the January minutes were entered into the permanent record as presented.

IV. **Guest Presentations**

Presentation #1 – Michele DiPietro, CETL Executive Director

- Michele re-emphasized that CETL does prioritize the support of part-time faculty at the institution.
- Michele mentioned that Mandy's position will be posted soon and encouraged participants to apply if they were interested and their experience matches the qualifications of the position.
- Michele reminded participants of the Teaching Academy for part-time faculty that will take place March 14 and 15.
 - Current list of applicants have been selected but this is an annual event and Michele encouraged people to apply every year.
- Michele reminded participants that CETL does have a department dedicated to the Scholarship of Teaching and Learning (SoTL) and that CETL is happy to consult with anyone, including part-time faculty, on SoTL and their practices in the classroom.
- Michele reviewed the information present on CETL's website and encouraged all participants to review the website and take advantage of the opportunities available to all faculty including part-time faculty.

Presentation #2 – Rod McRae, Associate Provost of Academic Success at Middle Georgia.

- Presented on generative AI topics and practices.
- Rod's presentation will be shared to all participants via email.
- Rod also provided some strategies for developing assessments that can help to discourage the student use of AI in academic integrity issues.
- Rod did inform participants of the pitfalls and shortcomings of AI detection tools such as those found in TurnItIn and similar.
- Michele indicated that Digital Learning Innovations (DLI) at KSU is developing a faculty professional development opportunity for faculty wanting to use AI in a productive fashion in their classroom.
- Yvonne Wichman, PTFC President, indicated that the recording of Rod's presentation would be shared with participants and/or posted on the PTFC website, pending Rod's permission.

V. Old Business

1. Walt Justice provided an update on two items.
 - a) Out of State Employees
 - a) The current KSU policy proposal is that no faculty or staff are allowed to work out of state without prior approval from their chair/supervisor and an institutionally approved Remote Work Agreement (RWA). The goal at this time is to have the policy in place by fall 2024.
 - b) Faculty Senate is pushing back on this policy and debated it during today's meeting and the provost has sent a rebuttal to Faculty Senate's response that was sent to the Provost in January.
 - c) At this point, if you are an out-of-state employee, please reach out to your department chair for additional guidance.
 - d) As updates become available, the EC will share them with all representatives.
 - b) Department Salary information
 - a) Walt informed all participants that the data sent to him by the representatives will be compiled by the Executive Committee (EC) and shared at a future PTFC meeting. Walt also advised anyone needing the information to request from their chairs to email him.
 - b) Walt did notify all participants that the Executive Committee (EC) was unable to meet in February and a more comprehensive presentation will be given at the March PTFC meeting.

VI. New Business

Diana Honey provided an update on the following items:

1. PTFC Elections
 - a) Diana urged all participants to consider their role on PTFC moving forward.
 - b) Four positions will open: President, Vice President, Secretary, and Parliamentarian.
 - a) Parliamentarian is an assigned position by the President
 - b) There is also the position of EC Member-at-Large, which is also assigned by the President.
 - c) Nominations will begin at the March meeting.
 - a) The deadline for nominations is March 20th.
 - b) Nominees should be prepared to provide a brief presentation at the March meeting.
 - c) Elections will occur at the April meeting.
2. Parking
 - a) Discussions continue with the parking group on campus but progress is being made.

VII. Highlight on Professional Development

No additional highlights on professional development were provided at this meeting.

VIII. Announcements

Yvonne Wichman made the following announcement

1. RCHSS Dean's Office hosted a part-time faculty coffee at 3:00 PM on February 27th
 - a) This will become a monthly gathering to show appreciation for part-time faculty.
 - b) Yvonne also encouraged participants to bring this idea and event to the attention of their deans and department chairs.
2. Two professors from the Psychology Department will present at the March PTFC meeting.



- a) Topic will be Critical Faculty and will highlight part-time faculty.

IX. **Adjournment**

Yvonne Wichman requested that a motion to adjourn be made at 4:45 PM. The motion was seconded by Christopher Thompson.

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