

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes – October 23, 2023

I. **Welcome**

President Yvonne Wichman called the meeting to order at 3:36 PM. Yvonne noted to the attendees that Christopher Thompson, Parliamentarian and Communications Director for the PTFC, and Diana Honey, PTFC Vice President, would be absent from today's meeting.

II. **Parliamentarian Procedure**

Walt Justice, PTFC Secretary, provided all attendees with a brief reminder related to the use of Robert's Rules of Order for all PTFC meetings and that there is a cheat sheet for parliamentary procedure located in the Teams folder for anyone to review and reference. Walt also reminded all participants that only departmental representatives are able to bring motions to the floor and vote on council items.

III. **Review of Minutes - Secretary**

Meeting minutes for the September, 2023 meeting were brought to the council for approval by PTFC Secretary, Walt Justice.

For the September 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. Melony Parkhurst made a motion to approve. Ginger Sinton seconded the motion to approve. The motion carried unanimously, and the September minutes were entered into the permanent record as presented.

IV. **President's Update**

Yvonne Wichman provided an update on the following items:

1. Meeting with Dr. Schwaig and Dr. Pulinkala
 - a) Yvonne provided an update from the meeting that she and Diana Honey had with Dr. Schwaig and Dr. Pulinkala. According to Yvonne, Drs. Schwaig and Pulinkala are positive about the work of part-time faculty at KSU.
 - b) Yvonne stated that the council would make a case to the university for increasing part-time faculty pay and that part-time faculty should receive some of the budget surplus recently reported by the institution.
 - c) Yvonne stated that Dr. Pulinkala was in agreement about the recent parking conversations we have had in PTFC and that he would be taking that information to the parking committee.
2. Faculty Senate Update
 - a) Yvonne Wichman attended the faculty senate meeting and reported that there was a lot of discussion surrounding student course grades and course failures. Provost Pulinkala and the university registrar were in attendance to address faculty concerns surrounding this issue.
 - b) Yvonne also reported that the faculty senate voted unanimously to include PTFC as a member of faculty senate. The acting PTFC president will now have a single vote in faculty senate and will serve as the voice for all part-time faculty. The PTFC president, however, will not be a member of the faculty senate executive committee.
3. Strategic Planning Focus Group
 - a) Yvonne shared an update from her meeting with the Strategic Planning Focus Group and encouraged all attendees to please complete the survey that was emailed out from that group.

V. New Business

Walt Justice provided an update on the following items:

1. Attendance
 - a) Walt reminded all attendees about the PTFC bylaws as they relate to representative attendance at PTFC meetings. Walt also confirmed receipt of the attendance email sent out the prior week and solicited feedback from the attendees on that email.
2. D2L issues
 - a) Walt informed the attendees that in response to Diana Honey's report of D2L support (see September 2023 meeting minutes), he had reached out to Dr. Anissa Vega and Dr. Julia Fuller at KSU seeking further clarification on who should be contacted for technical support related to the D2L learning management systems (LMS). Based on the information provided from Dr. Vega, all faculty, including part-time faculty should reach out their assigned instructional designer at the Office of Digital Learning Innovations for support.
3. Owl Train
 - a) Walt Justice reminded everyone to continue to check OwlTrain on a regular basis to ensure they have completed all institutionally required trainings.
4. Future Focus
 - a) Huu Mai, departmental representative for Music, informed all attendees about a new policy in their college related to bonus pay for faculty teaching large sections of classes, specifically sections of 1107. Huu indicated that this bonus pay applies to large sections of online classes but has not been extended to face-to-face sections of the course. Huu clarified that in their college, large sections are any sections of a course with more than 70 students. Huu then solicited feedback from the attendees wondering if this policy is university-wide or present in other academic colleges. Yvonne Wichman indicated that this is an issue where PTFC should attain more clarification and was open to drafting and/or supporting a letter to upper leadership at the university requesting said clarification.

VI. Old Business

Yvonne Wichman provided an update on the following items:

1. Parking
 - a) Yvonne reported that apart from the information shared with Provost Pulinkala (see above), there was nothing else to report. Yvonne also encouraged Ginger Sinton and Diana Honey to take the lead on this issue.
2. Spring Elections
 - a) Yvonne encouraged all attendees to consider the PTFC elections coming up in the spring, 2024 term. At this time, all members of the Executive Committee (EC) are in the last year of their term and all positions will be available in spring. Yvonne also informed the attendees that she would not seek election for the presidency and reiterated Diana Honey's previous announcement that she would not seek reelection for vice president or run for president.

VII. Announcements

Yvonne Wichman made the following announcements:

1. Website
 - a) The PTFC website is updated and contains current information related to all things PTFC. You can find the bylaws, the meeting schedule, agendas, meeting minutes, and more by visiting ptfc.kennesaw.edu.
2. Payroll Calendar
 - a) Yvonne reminded everyone to review the payroll calendar to ensure your hours are submitted in time to be paid.

VIII. PT Faculty Impact Initiative

Yvonne Wichman mentioned that Christopher Thompson would normally conduct this update but was not present today. Yvonne did ask if anyone had any specific ideas related to the PTF Impact Initiative and how we can better serve the KSU community. Yvonne also asked that we solicit ideas from our departmental part-time faculty.

IX. Next Steps

Yvonne Wichman mentioned the following items as action steps for our next meeting:

1. Communication with departments
 - a) As representatives, please continue to communicate with your department’s part-time faculty. Tell them about meetings, share the website with them, solicit their ideas, concerns, and feedback. Also, be sure to share updates with your department chair.
2. Questions from reps
 - a) Melony Parkhurst had a question about Limited Term faculty being able to serve more than once. Yvonne mentioned that this is a Board of Regents (BOR) policy and not a KSU policy.
 - b) Huu Mai, Yvonne Wichman, Ginger Sinton, and Traci Swann shared experiences with students using Artificial Intelligence (AI) and ChatGPT in classes. There was also a discussion around the failures of TurnItIn.com to effectively recognize material generated by AI, specifically how TurnItIn gives false positives.
 - c) There was a discussion amongst attendees about attendance and late work in classes and how the university now doesn’t want students to receive penalties for being absent from class.

X. Adjournment

Yvonne Wichman requested that a motion to adjourn be made at 4:31 PM. Melony Parkhurst made a motion to adjourn. The motion was seconded by Christopher Thompson.

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