

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes – September 25, 2023

I. **Welcome**

President Yvonne Wichman provided a brief welcome to all attendees and called the meeting to order at 3:31 PM. Yvonne noted to all participants that the duplicate meeting invitation situation has been addressed and that the PTFC Parliamentarian and Chief Communications Officer, Christopher Thompson, would handle all future invitations. At that time, Yvonne turned the meeting over to Christopher who reminded attendees that all PTFC meetings follow Robert's Rules of Order for conducting meetings and to please abide by those Rules. Christopher also provided everyone with a link to familiarize themselves with Robert's Rules and reminded everyone of the Robert's Rules Cheat Sheet located in the Teams files. Christopher noted that there were a few representatives unable to attend the meeting due to a class scheduling conflict and reminded attendees to reach out the Executive Committee any time a representative is unable to attend a meeting.

II. **Review of Minutes - Secretary**

Meeting minutes for the April 17, 2023 meeting were brought to the council for approval by PTFC Secretary, Walt Justice.

For the April 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. Kimberly Watkins made a motion to approve. Melonie Parkhurst seconded the motion to approve. The motion carried unanimously, and the April minutes were entered into the permanent record as presented.

III. **President's Update**

Yvonne Wichman provided an update

1. Yvonne and PTFC Vice President Diana Honey are meeting with the university president and provost to discuss part-time faculty and their role at the university.
 - a) This meeting is scheduled for September 28th and an update will be provided at the October PTFC meeting.
 - b) Yvonne also offered to draft an email highlighting the results of the meeting and send it out prior to the October PTFC meeting.
2. Faculty Senate Update
 - a) The university registrar spoke about updates to Banner, the registrar's website, and current deadlines and cutoff dates for students.
 - b) A reminder of the current FERPA training was mentioned (see New Business below)
 - c) UITS provided an update
 - a) Check the UITS website regularly for important computer and system updates
 - d) There was discussion about course evaluations, the timeliness of their distribution, and the mode in which they are administered.
 - e) There was a lot of discussion about minors on campus with emphasis on two situations
 - a) We have more minors on campus right now due to high dual enrollment numbers. The Senate reminded faculty to check OwlExpress for minor enrollment as this affects the state Campus Carry policy.

- b There is an increasing number of students bringing their children to class with them due to a lack or potential lack of childcare accessibility or affordability so the Senate will be looking at ways to curb this trend.
- f) There was discussion about the proposed changes to the Faculty Senate bylaws related to PTFC representation on the Senate. Yvonne reminded everyone that Faculty Senate bylaws require two readings before a motion to amend can be made. Today was the first of those two readings.
 - a There is also some concern about alignment between Faculty Senate bylaws and PTFC bylaws so PTFC bylaw amendments may need to be made in the future to better align with and reflect the Faculty Senate bylaws.
 - b If approved, the amendment would eliminate the PTFC liaison role currently assigned to a full time faculty member and make the PTFC President a voting member of Faculty Senate.
- g) Yvonne reported that PTFC currently has 42 representatives across the university and this represents 42/47 academic departments (89.4%). Of the remaining 5 departments, 3 departments are exempt because they do not have any part-time faculty.
 - a Yvonne also reported that part-time faculty numbers continue to increase with 899 in 2021 and 996 on the university payroll in 2022. We expect even larger numbers in 2023 due to an incoming class of 8,500 students.
- h) Yvonne reported that Faculty Senate also began a detailed discussion about faculty salaries.

IV. **New Business**

Diana Honey, Vice President, provided the New Business report.

1. Diana reminded all attendees to please continue checking OwlTrain for any required compliance training that they might need to complete such as the required Cybersecurity, Cleary Act, and FERPA trainings.
2. Diana shared her experience with D2L training and UITS. Essentially, D2L support now comes directly from the vendor and not from the UITS helpdesk. You can use the link in D2L to attain support.
3. Diana mentioned the early alert system in D2L that is part of a student success initiative and reminded everyone to check their email and check in with their department chairs about this new initiative.
 - a) James Stinchcomb provided additional information about this alert system including information related to Midterm Grades (due October 3rd for those departments participating in midterm grading).
4. Detailed information related to campus parking was discussed. At this time, we are seeing lots of problems with campus parking availability. Issues range from a lack of signage and markings to the overall cost of campus permits for part-time faculty. Also, there is a lot of concern over a lack of policing occurring in lots and cars being illegally parked. This is an ongoing issue that carried over from spring 2023. Melanie Parkhurst recommended that those affected by campus parking issues, bring this to the attention of your department chair and try to make change happen through that channel.

V. **Announcement & Questions**

1. Kimberly Watkins asked about revisiting the part-time faculty award situation. Currently, this award can only be won one time by a part-time faculty member. Once someone wins, there is no chance to be considered again. Kimberly also pointed out that once someone is classified as Limited Term Faculty, they cannot become limited term again at a later date. Both Yvonne and Diana indicated that this is a BOR policy and much less likely to be revised.

2. Yvonne Wichman announced that Mandy McGrew has transitioned to another role at the university the PTFC is currently without CETL representation. Yvonne also encouraged attendees to visit the CETL website for information on upcoming events relevant to part-time faculty.
3. Yvonne reminded all attendees that she has agreed to only serve at the PTFC President for the 2023-2024 academic year and encouraged all representatives in attendance to consider taking a more active role or increasing their involvement in the council, if possible. The PTFC will hold new officer elections in spring 2024.
4. Christopher Thompson announced the new Part-Time Faculty Impact Initiative and is looking for ideas/ways that PTFC can have a great impact on the campus community.
5. Christopher Thompson also announced that this is the 10th year for PTFC and as a milestone year, he is working to get more media coverage of the PTFC from the campus media outlets.
6. Christopher reminded all attendees to please send content for the PTFC newsletter. You can send that content directly to him.

VI. 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.

Yvonne Wichman	President	ywichman@kennesaw.edu
Diana Honey	Vice President	dhoney@kennesaw.edu
Walt Justice	Secretary	jjusti15@kennesaw.edu
Christopher Thompson	Parliamentarian & Communications	cthom538@kennesaw.edu
James Stinchcomb	Immediate Past President	Jstinch2@kennesaw.edu
Ginger Sinton	Representative-at-Large	gsinton@kennesaw.edu