

Part-Time Faculty Council Meeting Minutes

Date: Monday, August 26, 2024

Time: 3:07 P.M. - 4:25 P.M.

Location: Virtual Meeting via Teams

Attendees: Caitlin Syfrett, Casey Waldsmith, Christopher Thompson, Ginger Sinton, Jeannie Newton-Riner, Joshua Yarbrough, Julia Fuller, Kent Bailey, Michael Lee, Nicole Hoffman Miller, Russell Spears, Sanjoosh Akkineni, Shahram Nazari, Sherry Hillman, Suzanne Agan, and Yvonne Single.

1. Call to Order

- PTFC President Christopher Thompson called the meeting to order at 3:07 P.M. The chair welcomed all attendees and expressed gratitude for their participation, especially the new representatives joining for the first time.

2. Welcome and Introductions

- The chair introduced the purpose of the meeting and highlighted the importance of collaboration among part-time faculty.
- New representatives were invited to introduce themselves, sharing their departments and roles.
- An orientation session was held before this meeting, where expectations for representatives and their roles in supporting the part-time faculty council were discussed.

3. Agenda Overview

- The agenda, outlining key topics for discussion, was shared with all attendees prior to the meeting. It included updates on faculty policies and committee roles and a presentation from the Digital Learning team.
- Supporting materials, including documents related to part-time faculty policies and universitywide updates, were distributed to ensure all members were informed and prepared for the discussions.

4. Presentation by Digital Learning Team

- Julia and Sanjosh from the Office of Digital Learning Innovation presented a resource called "uHoo."
- The presentation focused on strategies for enhancing student engagement, particularly in large class settings.
- Key features of "uHoo" were highlighted, including tools for interactive learning and course structuring that maximizes student potential.
- Attendees were encouraged to ask questions during the presentation, and several raised hands indicated interest in further clarification on specific features.

5. Discussion on Upcoming Policies

- The meeting discussed new business, precisely the salary wage administration policy.
- Links to the relevant policies were shared in the chat for attendees to review.
- The chair emphasized the importance of faculty feedback in shaping these policies and encouraged representatives to gather input from their departments for the upcoming

Faculty Senate meeting.

6. Bylaws Review

- The chair noted that the bylaws for part-time faculty have not been reviewed in the past decade, highlighting the need for updates to reflect current practices and regulations.
- Carmen Skaggs has been solicited to assist in reviewing and updating the bylaws to ensure they align with university standards and best practices.
- A proposal was made to invite Carmen to the next meetings (September or October) to facilitate a discussion on the bylaws and gather input from faculty members.

7. Clarifications and Questions

- Attendees were allowed to ask clarifying questions regarding the meeting's content and agenda.
- A discussion arose regarding the change in meeting time from 3:30 to 3:00 P.M., which caused some confusion among attendees. The chair acknowledged the oversight and assured that future communications would be more transparent.

8. Motion to Adjourn

- A motion to adjourn the meeting was made by [Name] and seconded by [Name].
- The chair thanked everyone for their contributions and participation, emphasizing the importance of ongoing communication and collaboration.
- The meeting was officially adjourned at 4:25 P.M.

9. Next Steps

- All attendees will receive an email with follow-up documents, including slides from the presentation and links to the discussed policies.
- Representatives are encouraged to engage in discussions within their departments regarding the policies and bylaws and to prepare feedback for the next meeting.

Minutes Prepared by: Christopher A. Thompson, PTFC President

Date of Preparation: Monday, September 9, 2024

Next Meeting: Monday, September 23, 2024 at 3 P.M.