

Part-Time Faculty Council

Minutes January 27, 2020

- I. **Welcome** - Dr. Lee called to order 3:31 PM. She welcomed special guest Dr. Schwaig.
- II. **Approval of Minutes** - Minutes were presented in draft and in published in the December newsletter. No changes or updates. Approved by Yen Rodriguez and seconded by Diana Rabah. All in favor and none opposed. There is a technical difficulty saving minutes in table on PTFC website with software update. However, the link to minutes can be found above the table.
- III. **New Business** - Vice President Michael Perry introduced Provost, Dr. Kathy Schwaig. Dr. Schwaig brought greetings, shared key initiatives from Academic Affairs, and answered questions from the representatives. After introductions of the PTFC representatives, she identified ongoing searches. Because 50% of current department chairs are new or interim, Dr. Schwaig suggested contacting department deans instead of chairs regarding PTFC representatives. There is more stability in dean positions compared to department chairs.

Questions:

1. Mandy McGrew – Can part-time faculty be given priority for full-time positions? Per Dr. Schwaig, no one can be given priority, not even limited term, but everyone can compete. There may be a limit on number of hours that can be generated by non-full-time, regular faculty, which could limit how many FT positions are available. If interested in teaching, start off a PT and become known in department.
 2. Kirk Inman – Staff Teaching Hour Rule Change | Can you explain how the maximum number of hours staff can teach is determined? Will it change anytime soon? Per Dr. Schwaig, staff are hired primarily to do their main job and distractions should be limited. Management suggested it was becoming too difficult to juggle full-time outside responsibilities with teaching assignments. Limitations initially were too extreme but were revisited to devise a more moderate plan. She believes it is in a place, comfortable for all and does expected to change.
 3. Nicole Connelly – Can staff teach during the day? Per Dr. Matson, Academic Affairs is only concerned with if the staff member is SACS qualified. Schedule is determined by HR and supervisor.
 4. Is there a ratio of research to non-research professors or does it go by department? Per Dr. Schwaig, different colleges have different research trajectories. As an R2 school we are trying to elevate the research.
 5. James Stinchcomb - Are we looking to include more Ph.D. programs? Per Dr. Schwaig, Yes but Ph.D. programs are very expensive. Faculty with grant funding can help bring more Ph.D. programs to KSU.
- IV. **Old Business**
 - A. Dr. Lee spoke with the administrator over Parking. The issue will be revisited next month.
 - B. James Stinchcomb is the official Staff Senate Liaison to the PTFC

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- C. Kiera Morrison is transitioning to a limited-term position. The PTFC Secretary position is open. Kiera will stay on until the replacement is in place.
- D. The next PTFC meeting 2.24 at KSU Center Rm. 174.
- E. Recording hours deadline listed on website.

V. **Mandy McGrew - CETL Opportunities**

- A. CETL Teaching Academy will be held March 30-31, 8 AM – 5 PM. There is a \$750 stipend for new attendees. The application deadline is 2.3.20.
- B. A mass email with correct link was sent to all part-time faculty.
- C. CETL website has been updated and posts information for PTF again.

VI. **Presentation – Survey Results**

- A. Dr. Lee, Michael Perry, Kiera Morrison and James Stinchcomb met earlier to review findings and determine format of the report. Hard copies of the PTFC survey results were provided to Dr. Matson and Dr. Schwaig. The results are posted on the website for everyone else. Findings were presented to the PTFC representatives by James Stinchcomb.

- 1. Abbreviations: D = Department, C= College, U = University, B = Board of Regents
- 2. 135 of 937 PT faculty pool completed survey. The total count of 139 including three FT and one dean, giving a margin of error of 2.88%.
- 3. Response rates: 5 years of service highest response at 55%. 6-8 years second highest rate at 20%.

B. Policy and Compensation -13 questions

- 1. Questions 1-3 addressed Consistency and Class Size; Questions 4-8 Seniority and Pay; Questions 9-13 addressed Policies and Practices of Courses
 - Overwhelmingly there should be a policy to address the 13 questions
 - Top Three Concerns:
 - #13 Access to faculty resources (i.e. professional development, technology, pro-rated benefits) 86%
 - # 11 Protection to academic freedom and intellectual property and rights 81%
 - #5 Title, rant, and pay scale to align with longevity and student success
- 2. The survey asked, “Is There a Current Policy in Practice?” The response most often recorded was “I Don’t Know.” This highlighted a general lack of knowledge of policy and practice regarding PTF.
 - Top Three Comments/Concerns:
 - Protocol for hiring and retention across university
 - Consistency in the way courses are designed for all ranks of faculty
 - Consistency of cancellation policy for courses
- 3. Responders felt the department is primarily responsible for relaying information to PTF. Other areas should be university or college responsibilities.

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- Q11-13 (academic freedom, conflict of interest, and access to policy resources) university should be responsible
 - Q4 (hiring retention – university) and 7 (equal pay for equal work – department and university)
- C. Shared Governance and Inclusion – 3 questions, Inclusion of:
1. Q1 addressed PTF in shared governance; Q2 addressed inclusion of PTF in surveys; Q3 addressed PTF service and scholarship opportunities)
 2. Overwhelming response was “I Don’t Know”
 - 80% said there should be a policy, 60% said I Don’t Know
 - Q1 and 3 university was identified as responsible
 - Q2 the department was identified as responsible.
- D. Communication – 4 questions
1. Q1 addressed vision, goals, and objectives for PTF; Q2 addressed expectations for student performance communicated to PTF faculty; Q3 addressed resources to help support students; Q4 addressed inclusion of PTF in department meetings and emails.
 2. 93% said there should be a practice in place in all areas.
 - Q1-3: 45-49% indicated “I Don’t Know.” Need to determine why there is a discrepancy
 - Q4: 41% there is a policy
- E. General Findings from PTFC
1. Establish clear expectation and knowledge of policies
 2. Provide orientation and training for PTF
 3. Investigate Retention and Seniority
 4. Review Title, Rank, and Pay Scale, Equal Pay for Equal Work
 5. Establish Course Assignment and Cancellation Policy
 6. Support Academic Freedom in Assigned Courses
 7. Provide additional resources for professional development
 8. Inclusion in department meetings, university committee, and policies that affect PTF
- F. Council Representatives Feedback
1. Orientation and training should increase to help better prepare PT.
 2. Resources are available but PT need to take ownership, advantage and initiative.
 3. Mentor program for new PT to call a for assistance during the training phase.
 4. It takes roughly three semesters for PT to get up to speed and at that point there is a turnover.
 5. PT D2L for training purposes. Mandy created but no interest when marketed.
 6. PT do not want to work for free.
 7. Department chairs and deans are not aware of PTFC and responsibilities.
 8. PT may not be considered eligible for elected committees due to status.

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G. Next Steps

1. The results should be shared with the Provost Dr. Schwaig.
2. The Executive Committee will meet with Dr. Schwaig before the next meeting.

Meeting Adjourned: 4:48p.m.

Minutes Submitted 2.3.20 by Kiera Morrison

DRAFT