

## Part-Time Faculty Council Meeting Minutes

<http://ptfc.kennesaw.edu>

December 6, 2021

- I. Welcome - Michael Perry  
President Michael Perry called the meeting to order at 3:35PM with a review of the agenda for the meeting. He commented that meeting would move **New Business** after the approval of minutes in consideration of our guest speaker.
- II. Approval of November Minutes - Michael Perry for Joanne Lee  
Since Joanne Lee was not able to attend, President Michael Perry called for any changes to the minutes from the last meeting. Hearing no changes, he called for a motion to approve the minutes as written and a second. The minutes were approved as written.
- III. New Business - Michael Perry
  - A. President Perry introduced Dr. Ivan Pulinkala, Acting Provost. He explained that Dr. LaJuan Simpson Wilkey had sent her regrets and would not be able to attend. Dr. Simpson-Wilkey would be rescheduled for a later date in the Spring 2022 semester.
  - B. KSU Interim Provost – Dr. Ivan Pulinkala greeted representatives and provided opening remarks. President Perry had asked representatives and attendees to submit questions for Dr. Pulinkala prior to the meeting. He asked Dr. Pulinkala to respond to each question and answered questions from members from the floor. (The questions are attached to the minutes.)
- IV. President's Update - Michael Perry
  - A. Faculty Senate Update - President Perry gave a brief update on the proceedings at the Faculty Senate meeting. The Faculty Senate discussed and voted on representatives for two committees - the Post Tenure Review Committee and the Administrators Review Committee.
  - B. Changes to the grade appeal process, both informal and formal, were reviewed. Language was changed to streamline and clarify how the process works. Changes also include the appeal levels and who makes the decision at each level of appeal.
  - C. Representative Expectations - Representatives were reminded of their role as a link between the PTFC and part-time faculty members within each department/college. Michael Perry encouraged them to communicate PTFC meeting minutes and updates to encourage participation with PTFC.
- V. Topics for Upcoming Meetings
  - A. Instructional tools that could be used in courses to update delivery
  - B. A presentation to the PTFC on IEP and 504 accommodations
  - C. Cleopatra Iliescu from INED make a Representative Iliescu
  - D. CETL and UITS offer in-depth courses that credential faculty in several areas. These credentials are recognized and valued across institutions.
- VI. Old Business - James Stinchcomb
  - A. Confirming Representatives Spring Semester - James Stinchcomb reminded representatives to review the updated list of representatives from each college and department to ensure that they are listed appropriately or to update the current list.
  - B. Parking Survey - James indicated that the PTFC would like to have representatives re-send the Parking Survey as participation in the last round was low.
- VII. Announcement & Questions - James Stinchcomb

## Part-Time Faculty Council Meeting Minutes

<http://ptfc.kennesaw.edu>

James Stinchcomb gave a brief announcement of upcoming events and activities being presented by CETL (in the absence of CETL's Mandy MaGrew), reminded PTFC reps of the upcoming meetings in Spring 2022, the upcoming deadlines for submitting hours per the Payroll Calendar, and called for any questions.

### VIII. Next Steps - Michael Perry

- A. Communication - Michael Perry urged PTFC representatives to connect with their respective departments' part-time faculty by communicating the proceedings of each PTFC meeting.
- B. Newsletter - He also requested any news-worthy information such as awards, publications, achievements, etc. be sent to Joanne Lee (Secretary) for inclusion in the newsletter. We have not had a newsletter in a few months because we have not really had any news to publish. Everyone is encouraged to try to submit relevant news to Joanne Lee.
- C. Check in w/ Joanne Lee if you entered the meeting late

### IX. Adjournment - Michael Perry

Michael Perry adjourned the meeting at 4:45 per the scheduled end of the meeting.

Minutes submitted by Diana Honey, December.2021.

ID	Name	Questions for Interim Provost & Vice President for Academic Affairs
1	Cleopatra Iliescu	<p>Can the university keep part-time faculty in the loop with research initiatives? Part-time faculty works independently and are not offered mentoring and support groups to grow professionally.</p> <p>Dr. Pulinkala - Happens from part of tenure track faculty. Focus from office of research is focused on tenure track members.</p> <p>Michael Perry – could partner with tenure track members.</p> <p>Dr. Pulinkala - Part time faculty contracted to teach classes – not compensated for research, which is not expected of PT. Not in job function. Could partner with full-time faculty.</p>
2	Chuck Jackson	<p>Why were part-time faculty informed at the very last minute of their teaching load prior to the start of this past fall semester? Why were we to required you start teaching prior to signing our letters of agreement?</p> <p>Dr. Pulinkala – Agreements are generated based on when courses are finalized.</p>
3	Chuck Jackson	<p>Is there any way that part-time faculty could have a completed letter of agreement several weeks prior to the start of the semester confirming salary and teaching load? We would feel more secure having that commitment on paper or officially documented.</p>
4	Michael Perry	<p>As a follow-up to Chuck's questions, at one point in the past contracts were issued on a yearly basis always contingent on course availability. Part-time faculty signed a yearly contract and then each semester courses were assigned based on availability. This would seem to reduce some of the paperwork for the University and as an added benefit would show more support of our part-time faculty. Is it possible to research why this was practice was changed and how it might be reinstated?</p>
5	Veronica Luckow	<p>Why doesn't KSU pay part-timers on a scale based on level of education and the years teaching at KSU. For example, someone teaching their first semester at KSU earns the same as someone teaching 7 years. How is that justified?</p>
6	Veronica Luckow	<p>We are finally starting to see support within departments given to adjunct faculty. What plans do you have to further this support being that almost 40-50% (not sure on real %) of faculty at KSU are adjunct? For example, inclusion in departmental bylaws, departmental meetings, and hiring committees. This might be a role for the PTFC representative in some of these cases.</p>

<p>7 Mihoko Hashimoto</p>	<p>I want a model policy for Absences &amp; Make-ups in the covid-19 situation. Also, let instructors to see the proof of the reasons for the absence such as an official doctor note, court note, etc. If not, University should make an office to check the proof for instructors. Many students lie for their reason for being absent.</p> <p>Dr. Pulinkala – false documentation is academic misconduct issue. Work with department chair on this. One thing become aware of is concern about policy. Avoid making institutional policy because they are one-size fits all. At college level, has to apply to all departments. Epicenter of missing is best to resolve at class level so department policy can be made to fit best. Let decision making be in the classroom.</p>
<p>8 Gautam Mistry</p>	<p>Are there any discounts for Part-Time faculty members or spouse of PTFM if they want to study in any field? Tuition discounts or assistance?</p> <p>Dr. Pulinkala – It’s a USG policy question – not up to institutions. Work outside of meeting to resolve.</p>
<p>9 Thomas Garr</p>	<p>What can we do to get more recognition for Part Time Faculty? In my case, I don't have a PhD but I do have decades of experience. If you did not have the part time people you could not have the full-time ones and since you should be recognizing equal pay for equal work, why is there absolutely no recognition for the work that part time faculty do?</p> <p>Dr. Pulinkala – Have worked with CETL for PT faculty awards. Difficult to get People to apply for it. Once every 5 years is reasonable – we’re fully committed to awards being in place.</p>
<p>10 Christopher Wilder</p>	<p>With the hopefully slowing of Covid-19 do you foresee more online courses moving back to in person on campus?</p> <p>Dr. Pulinkala – Moving back to a normal mix of classes.</p>
<p>11 James Bullock</p>	<p>Are there plans to upgrade D2L?</p> <p>Those decisions are handled at the USG level.</p>
<p>12 Lawrence Bryant</p>	<p>If I am doing research and other activities with the university but haven't taught a course since the beginning of the year. Will I still have access to my email?</p> <p>Dr. Pulinkala – It may be university policy even though this can be an IT policy. Will ask Jeff Delaney and respond? Unless you’re taken off pool you would still have access.</p>
<p>13 Nasim Akhtar</p>	<p>I suggest that the "Title" of the textbooks for the course should be available for the students at registration and for the respective faculty.</p>

	Dr. Pulinkala – Surprised to hear – that should be managed at department level. Reach out separately to Dr. Pulinkala and will help with that as should already be aware in planning for a course.
14 Michael Perry	There are issues with students using social media sites to collaborate on individual assignments or to secure work that is not their original work. Sites such as GroupMe and CourseHero are two examples of these sites. Should the University have a specific policy or statement concerning using Social Media in effort to plagiarize their work?
15 Michael Perry	It is one of the goals for the Part-Time Faculty Council to help find ways for our members to become more integrated in the University by identifying opportunities for service at all levels including University Wide, College level, and departmental level. I would like to ask both of you for time to identify and discuss these opportunities where we can be of service.
16 James Stinchcomb	What are ways to help with Student Success – Dr. Pulinkala - Sometimes we are unpacking what that means. It should be the epi-center of mission, which is the faculty in classroom, every experience that helps engage student. Measured by graduation rate. Student Success is not disconnected from faculty, department, and college. Impact we can have is based on commitment of academic, intellectual, and life skills conveyed in the classroom. Every curricular and co-curricular experience. If there’s something we can do, please reach out to chairs, deans, and Dr. Pulinkala. If you see something in your course that is not contributing to student success, raise that flag, reach out.
17 Caroline Ford	Coles College – career coaching position – committed to teach although applied for full time position – can I teach at the same time as working staff position? Dr. Pulinkala - HR question – staff member with significant academic credentials is permitted to teach one course per semester. It is possible within those guidelines – reach out and I will help – don’t know answer on part time position.
18 Melony Parkhurst	Increase lack of student commitment – has there been a way to measure  Dr. Pulinkala – NESE survey (National Survey on student commitment) – national measure on student commitment and engagement. Want to do that every year – every four years is part of - looking at admission requirements – ensure progression and graduation –

<p>19 Yvonne Wichman</p>	<p>Let's talk about the elephant in room – we're seeing in last three semesters – is elementary schools and county departments – talking about what was lost in last year with lockdowns – students coming know show impact in learning skills – we're not addressing what teachers of classes are seeing – have brought up in English department – took to Jeannie Bohannon to put on workshops</p> <p>Dr. Pulinkala – want to support efforts – it's being observed across board – students who came last year didn't have normal experience – students have not had 'normal' experience through covid – we're looking at tutoring and writing centers across campus. That may be way to support. Counseling center has been resourced differently in last couple of years. There's no perfect solution but a lot of conversation to support across campus.</p>
<p>20 Yvonne Wichman</p>	<p>Supplemental instructor program has helped –</p> <p>Dr. Pulinkala - that program was supported by grant given to colleges – competitive process due to limited resources – glad to hear it was a support/success</p>
<p>21 Michael Perry</p>	<p>The Goal of PTFC to find opportunities to - ways that we can be plugged into university.</p> <p>Dr. Pulinkala – serving on committees which is not part of compensation so we can't ask you to do that –</p> <p>When I took over as dean of college of arts – PT faculty said we never hear from dean – I changed the way that we communicate – first of every month communicate with all faculty and 15<sup>th</sup> of every month the department chair communicates with all faculty – both I and President Schwaig have made communication a priority and we will try to move that forward if possible as the interim positions are filled. Academic mission is – the epicenter of that mission is in every classroom.</p>
<p>22 Michael Perry</p>	<p>Communication depends on department – some are more communicative than others. Perhaps we need to communicate with the department chairs, as well.</p> <p>Dr. Pulinkala – will communicate that issue out to department chairs through Faculty Senate.</p>