

# Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

## Meeting Minutes – April 17, 2023

### I. **Welcome**

President James Stinchcomb provided a brief welcome to all attendees and called the meeting to order at 3:31 PM. James also reminded attendees that all PTFC meetings follow Robert's Rules of Order for conducting meetings and to please abide by those Rules. James 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.

### II. **Review of Minutes - President**

Meeting minutes for March were brought to the council for approval by PTFC Secretary, Walt Justice. For the March meeting minutes, Walt Justice solicited changes, revisions, and/or additions for these minutes. None were given by the attendees. From that, Walt requested a motion to approve the minutes as presented. Jeannie Newton-Riner made a motion to approve. Yvonne Wichman seconded the motion to approve. The motion carried unanimously, and the March minutes were entered into the permanent record as presented.

### III. **President's Update**

James Stinchcomb provided an update from Faculty Senate. Multiple motions were presented at today's meeting.

- Student access to Adobe Creative Cloud is being cancelled by the university. Students will have access to the Creative Cloud Suite but only via on-campus computer labs.
  1. Student can continue to pay for this at a rate of 19.99 a month or 20.99 a month depending on the student's status.
  2. Faculty and staff will continue to be provided access to this software suite.
  3. Students need to transfer their Cloud files by the end of the academic year, or they will lose those files.
- The Undergraduate Incomplete policy was also discussed. Typically, students with an Incomplete are required to fulfill all course requirements during the following academic semester. However, if extenuating circumstances arise, the faculty can submit a form to extend the incomplete.
  1. If the student does not enroll the following semester, it is up to the faculty member to work out and extend the circumstances. Faculty Senate, however, does not want an incomplete to extend beyond a year.
  2. If the faculty member leaves, then it becomes the responsibility of the department chair or chair designee.
- Graduate-level course repeats/retakes was also discussed. The current policy is this:
  1. If a student retakes a graduate level course and earns the same grade, then that grade is only counted once for institutional GPA calculations.
  2. If a student retakes a course and earns a higher grade, then the higher grade replaces the lower grade in the GPA calculation even though both classes will appear on the student's transcript. This assumes that the student took both classes at KSU. Taking a class at another institution and transferring the grade to KSU does not count the same.
    - a) Some academic colleges may consider both grades when making decisions on a student applicant for other programs.
- Classification of in-state vs. out-of-state employees was discussed. If you teach out of state then you are considered an out-of-state employee. This may have an impact on how you are classified as an

employee with KSU. Consult your department chair and the Faculty Senate meeting minutes for more information.

- James also mentioned PTF nominations for teaching awards. Kimberly Watkins asked if the award requirements and nomination process could be adjusted so that a person could be eligible to win an award more than once in their career. James acknowledged this question and said he would take it to Faculty Senate.
- James mentioned that he is taking the idea of the PTFC President be a member of the Faculty Senate Executive Committee moving forward.
- See the information and meeting minutes on the Faculty Senate webpage for more information.

James mentioned upcoming nominations for President. As mentioned previously, James will not be able to fulfill their term as President and a new president will need to be named by the end of the academic year.

#### IV. **New Business**

Diana Honey, Vice President, was unable to attend. James Stinchcomb provided an update in their stead. James informed everyone that recommended verbiage related to AI usage in courses is now available in the Teams folder. Faculty can include that information in future syllabi. See the Teams folder for additional information.

James also shared the new telephone number, 988. This is the new Crisis Hotline that can be used by anyone experiencing a mental health crisis. James encouraged PTF to share this information with their students moving forward.

James reminded all attendees to please continue checking OwlTrain for any required compliance training that they might need to complete.

#### V. **Announcement & Questions**

- Christopher Thompson, Communications Committee Chair, spoke about the newsletter and requested that participants send information to him for inclusion in the upcoming edition of the newsletter.
- Yvonne Wichman, Parking Committee Chair, provided an update on the parking issues. Yvonne indicated that the university parking committee would be meeting over the summer and would address the proposal that was put forth by the Parking Committee at that time.
  - James mentioned that a recent budget meeting indicated that parking fees for students might be adjusted moving forward and we would discuss the potential impact of this development at a future meeting.
- James Stinchcomb provided an update on behalf of CETL and Mandy McGrew. James reminded attendees to visit CETL’s website for teaching resources and upcoming events.
  - If you have teaching needs or are in need of teaching resources, please reach out to Mandy.
- If anyone is using DegreeWorks, there will be a new dashboard released May 1, 2023 so be on the lookout for that.
- Be sure to record and submit your hours for April pay period.
- James Stinchcomb reminded all attendees to visit the PTFC website for future meeting dates as well as links to past agendas and meeting minutes.
  - Our next meeting is May 1, 2023 at 3:30 PM

#### VI. **Adjournment**

James Stinchcomb made a motion to adjourn at 4:05 PM.

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