

Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

Meeting Minutes – February 27, 2023

I. **Welcome**

President James Stinchcomb provided a brief welcome to all attendees and called the meeting to order at 3:30 PM

II. **Parliamentarian**

Christopher Thompson provided all attendees with a brief overview of Robert's Rules of Order and reminded everyone that a Cheat Sheet for Robert's Rules is located in the Teams Folder. Christopher also discussed general meeting rules and reminded everyone that only departmental representatives have voting rights.

III. **Review of Minutes - President**

Meeting minutes for January were brought to the council for approval by PTFC President, James Stinchcomb.

For January meeting minutes, James Stinchcomb solicited changes, revisions, and/or additions for these minutes. None were given by the attendees. From that, James requested a motion to approve the minutes as presented. The motion carried unanimously, and the January minutes were entered into the permanent record as presented.

IV. **President's Update**

James Stinchcomb provided an update from Faculty Senate. Three motions were brought forth at the January Faculty Senate meeting.

Dr. Pulinkala, KSU Provost, joined the meeting to discuss topics related to PTFC. One particular item of note was the conversation surrounding part-time faculty workload and teaching loads. Here is the information related to those items. <https://catalog.kennesaw.edu/content.php?catoid=63&navoid=5023>

V. **New Business**

Vice President Diana Honey reminded everyone of required institutional trainings and to check OwlTrain for any required trainings that they might have. OwlTrain is located at <https://ksu.percipio.com>

VI. **Old Business**

James Stinchcomb reminded all participants of the upcoming Artificial Intelligence and ChatGPT events being held on campus. RSVP is required and can be completed at the form linked here:

https://forms.office.com/Pages/ResponsePage.aspx?id=5W7yRTTxnkO8k-bH4z1hwn3tvJF_cTtJmTfF7iSPTAxUQjhROE1MUK1RNEhWODIRN0dHSFJJV1VYSiQ1QCN0PWcu

Additional information related to ChatGPT was shared by Diana Honey and Ginger Sinton. See the meeting chat transcript in Teams for links to these resources.

Committee updates were provided.

- Policies and Compensation goals are being revised due to the recent memo from the USG.
- Shared Governance and Inclusion goals are being revised due to the information shared by Provost Pulinkala.
- Communication shared a link to the most recent PTFC newsletter. Chairperson Christopher Thompson encouraged everyone to review the newsletter and share with their respective departments.
- Parking Chairperson Yvonne Wichman shared an update from their recent meeting and communications with the head of campus parking.

VII. Announcement & Questions

- Mandy McGrew reminded attendees about the Scholarly Teaching Custom Services available to part-time faculty from CETL. More information can be found at <https://facultydevelopment.kennesaw.edu/scholarly-teaching/custom-services.php>
- Mandy McGrew made a mention about ChatGPT and recommended we devote some time to this in a future PTFC meeting.
- James Stinchcomb reminded everyone about the Part-Time Faculty Awards. This is something that has to be initiated by your chair. Contact your chair or Dean’s Office for information including the nomination process.
- 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 March 27, 2023 at 3:30 PM

VIII. Adjournment

James Stinchcomb requested a motion to adjourn at 4:26 PM.

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Diana Honey	Vice President	dhoney@kennesaw.edu
Walt Justice	Secretary	jjusti15@kennesaw.edu
Michael Perry	Immediate Past President	mperry@kennesaw.edu
Christopher Thompson	Parliamentarian	cthom538@kennesaw.edu
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