

# Part-Time Faculty Council

<http://ptfc.kennesaw.edu>

**Meeting Minutes – November 13, 2023**

**I. Welcome / Call to Order**

President Yvonne Wichman called the meeting to order at 3:31 PM. Yvonne announced that Diana Honey, Vice President, might join the meeting, but will not be actively participating due to illness. Yvonne Wichman and Walt Justice, Secretary, will cover Diana's parts of the meeting today.

**II. Parliamentary Procedure**

Christopher Thompson, PTFC Parliamentarian, called for a motion to begin the meeting. Yvonne motioned to commence and the motion was seconded by Walt Justice. Yvonne reminded people to drop their name and department in the chat. Also, Yvonne asked people to use the Raise Hand function when wanting to speak.

**III. Review of Minutes - Secretary**

Meeting minutes for the October, 2023 meeting were brought to the council for approval by PTFC Secretary, Walt Justice.

For the October meeting minutes, Walt Justice solicited changes, revisions, and/or additions for these minutes from the representatives in attendance. None were given by the attendees. From that, Walt requested a motion to approve the minutes as presented. Ginger Sinton made a motion to approve. Christopher Thompson seconded the motion to approve. The motion carried unanimously, and the October minutes were entered into the permanent record as presented.

**IV. President's Update**

Yvonne Wichman provided an update on the following items:

1. Faculty Senate Update
  - a) President Schwag was in the meeting to bring updates from the Executive Administration at the university and from the USG.
  - b) President Schwag also talked about the PTR process for full time faculty.
  - c) President Schwag also mentioned that graduation rate, graduation time, and student success rates/metrics will be considered by the state legislature as part of the annual university funding allocation.
  - d) Block Scheduling was discussed at the Faculty Council meeting. More information is provided below in the Focus Points section.
2. Yvonne mentioned the value and meaningfulness of the meetings as it applies to each representative in PTFC and their departments/constituents. Yvonne and the EC requested that representatives bring pertinent items to future meetings for discussion and to be addressed by the council.

**V. New Business**

Yvonne Wichman provided an update on the following items:

1. Some PTFC reps are not sharing meeting information and updates to their constituents. Please make an effort to share meeting information and council activities with your constituents and department members including your chair.
2. Spring elections will be held in spring. We would like to see nominations by March with newly-elected officials taking over in June. Please consider serving as an elected officer for the 2024-2025 academic year.

**VI. Old Business**

1. Walt Justice provided an update on duplicate trainings. According to the university, all required employee trainings should be in OwlTrain. Please check OwlTrain for compliance issues. Walt also stated that he will follow up with HR on this issue and will have an update sent either via email in December or at the next PTFC meeting in January.

## VII. Focus Points

1. Yvonne Wichman provided information on Block Scheduling.
  - a) The university has decided to reinstate a cohort model similar to learning communities.
  - b) Block schedules will apply to new freshmen beginning fall 2024.
    - a) English and math will be blocked together for all freshmen students.
    - b) There will also be some three-course blocks. All courses will be gen ed courses.
    - c) Focus is on core courses that all students must take.
    - d) There is a departmental contingency for these based on resources, number of sections available, and number of faculty available.
    - e) Faculty Senate indicated that full-time faculty are not happy with this direction.
    - f) Administration believes this model will increase student success, which will increase retention and, ultimately, funding.
    - g) This model still requires BOR approval.
    - h) Students with approved AP credit(s) would not be subject to block scheduling. Dual enrollment students are still an unknown.
  - c) Test score requirements for admission will be subject to the applicant's GPA.
  - d) There was no mention of online courses being included in the block schedule. Blocks are currently focused solely on face-to-face sections of courses.
2. Faculty Success (Walt Justice)
  - a) Pay Disparity in teaching large enrollment classes and teaching online vs. face-to-face.
  - b) EC has decided to bring this issue to Faculty Senate now that PTFC is a voting member of FS.
  - c) Pam Cole, AVP for Undergraduate Education at KSU, advised FS and, ultimately, us that each PTFC representative request the Departmental Pay Scale Breakdown from your department chair. This would be the Departmental Pay Scale Breakdown for part-time faculty.
    - a) Request both the departmental rate and departmental rate for overload/large enrollment classes.
    - b) Walt will send a reminder email on what, exactly, the EC is looking for.
    - c) Walt requests that this information be provided by the January meeting.
3. Professional Development (Christopher Thompson)
  - a) Christopher reiterated that we want these meetings to be valuable to all attendees.
  - b) Christopher mentioned the following items that might benefit anyone at the meeting.
    - a) USG Systems Teaching and Learning Conference held in Athens in spring 2024.
    - b) CETL has built a database on their website where people can locate discipline-specific conferences.
    - c) If you attend a conference or plan to attend, please share your experiences with the PTFC at an upcoming meeting.
    - d) Christopher mentioned that for those PT faculty in the college of social sciences (RCHSS), there is money available to help cover conference costs. Contact your dean's office and/or chair for more information and how to request that information.

**VIII. Announcements**

Ginger Sinton made the following announcement related to CETL:

1. Teaching Academy for Part-time Faculty will be held March 14 and 15. There is a 750-dollar stipend. Application deadline is Monday, January 8<sup>th</sup>. See the CETL website for more information.

Melanie Parkhurst asked about updates on parking.

2. According to Yvonne, due to upcoming projects on campus, parking has become a “dead issue”. President Schwag has also not provided any update on parking.

Ginger Sinton asked about Driver Training

3. HR has verified that PT faculty are NOT required to complete any driver certification/recertification.

Yvonne Wichman reminded all participants that there is no December meeting.

**IX. Adjournment**

Yvonne Wichman requested that a motion to adjourn be made at 4:35 PM.

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