1. Update on Teaching Lecturer Process

Process is going forward as in the past except through PeopleAdmin which will be brought up to date. No major changes to courses. Last piece is the number of proposed TLs and number of FT faculty to establish baselines going forward. We are looking at the number of sections proposed and number closed out with 0 students registering. For example, Fall or Spring of 18 had 115 closed noted as ‘0’ but it is not clear if they got zeroed out or had no students sign up. Ross clarified that if a TL is teaching online and it is closed out, it is noted as zero; if there are no students, it could be noted as zero; if no one signs up, or a faculty member later receives a release for a previously planned program, it is entered as a zero. Julie stated that it is fairly routine that there are zeros for cap courses that are not opened up unless they are needed. We need to know if we are close to the optimal number in the courses offered, as the goal is to inform decisions with accurate data.

2. Update on AU’s and Programs

2.1. P & T within AU’s

AU units and some individual programs are discussing the process for P&T which may vary for each. Robin will speak with Amanda Whitworth about their programs (Amanda will email Kristen to set up meeting). For now, this should begin at program level and if there are not enough faculty at that level, they can get faculty to review at the cluster level. There should be one cluster perspective in work plans and P&T for this going forward – which means that it passed to and through the leadership (which could be a committee) at the cluster level before going to the provost for approval. For now, it will be a review at the AU level with an overall view at the cluster level. Eventually, there will be review at the cluster level as well. If in full cluster mode, the evaluation process could begin at program level with the AU liaison role.

AU units that have proposed leadership can move forward as proposed. The union is undergoing a review of the proposed work plan, as the contract requires review whenever there is a change other than dates. We need to build work plans and processes for the fall and spring including course reassignments, research projects, etc. That form should eventually generate input to an electronic workflow vs. paperwork tracking of the information. Performance review will be based on the work plan, along with proposed plan for the upcoming year. Robin met with Laurie and Melissa on using Office365 Flow for tracking this. The review and work plan process is not done for TLs but we can look at this later.
Building from annual review the work plan will ask what the individual will do for the cluster initiative. Currently the weight of the decision is at the program level. Scott shared that their group took admin functions to the AU level but questioned whether the cluster council will also be reviewing work plans. Robin clarified that this will only occur when the AU is the cluster. In TESD, program coordinators completed work plan review (Sheryl and MaryAnn); the P&T went to the cluster as they do not have an AU. Scott imagined that the cluster would not do personnel reviews. The input from clusters is needed on who is contributing at the cluster level. Every faculty member will eventually be expected to contribute to the cluster initiative in some way and stated in their work plan, which will need to be signed off by an AU or cluster representative. It was questioned whether this would apply to all TLs, different faculty levels? A professor could be developing one of the four tools vs. working in a cluster i.e. helping to build the transition (curricular) but not as engaged in a project. Contributions can be accomplished in many ways. Faculty should provide very good narrative descriptions.

2.2. AU representation on Provost’s Council

One idea could be to have one cluster representative and one AU representative on Provost’s Council so there would be up to 18 individuals. This will be discussed further.

2.3. Timeline for AU course release approval

With regard to course reassignments, these are directly related to the teaching mission. We will use the term reassignment vs. release. Robin has reviewed all formal proposals and is comfortable with those submitted for AU functions/reassignments. Robin needs those that are not submitted yet and Tracy needs the contacts for each AU. English has not selected a program coordinator yet and may need to cancel a course(s) once they designate someone for this reassignment. CJ plans to hold elections but their plan is not approved. The contact information is needed as soon as possible and must be submitted to USNH by March 31.

Emma Van Ness needs the names of the liaisons for notifications as well.

Tracy will share the digital version of the information needed so that members of the Provost’s Council can complete it.

3. Update on Associate Provost search process

The position is posted in PeopleAdmin. Search committee will be selected by faculty to include four faculty, plus one TL. There will be a TL rep on Search Committee and at least one junior faculty member, one PAT, one OS and one student. This is an internal search – check with someone before nominating them. The committee will make recommendations to the provost for selection by the provost. Timeline: Apply by March 29, interviews by mid-April, appointment by end of April.

4. Future of PSU Yearbook

This is an ongoing conversation for your awareness. Yearbooks are becoming a thing of the past. The students involved no longer wish to be involved in the yearbook committee. Few are sold and graduates get them when they are mailed out after commencement. Innovative
digital 21st century yearbooks could be better. This will likely be a Student Senate discussion and decision on this.

5. CESLife
The president announced these changes via email today. This is an adaptive change triggered by Jason Moran’s departure. This was too late in the recruitment stage for an external search. Marlin Collingwood will serve as an interim VP and there are changes with the Registrar, SSCs, and Student Life. To some it seemed that having the Registrar split reporting lines seemed odd. Tracy had similar experience in this area and worked with Tonya on the operational side, i.e. CourseLeaf, GenEd, committees and processes, policies, and procedures. Robin will continue to oversee academic side, sections and course assignments.

6. Any additional items
- The union is working on professional development dollar rollovers.
- Summer pay scale – some set their own caps on classes (in some cases it is 10) but letters need to go out for summer teaching this week. This must be in place for summer ’20. It is best to get students enrolled in high demand/high need classes during the summer.
- Compensation for faculty participating in summer orientation is under review. Contract states they will be compensated but no specifics. There are six days set for this. Robin will research this new item in the contract.
- There have been opportunities for faculty to work on projects in summer. Is this possible, and if so when will we know? Budgets will be the factor. We are close to the end of initiative funds but want to be sure the funds that are not able to be rolled over can be used. Robin needs to know what kind of projects these might be – cluster development, cluster projects.
- Cluster pedagogy learning community had 67 applicants for 60 positions and we are going to try to fund all of them. We should know in early May where we stand with budgets.
- Stipends that Chairs earned for summer work to evaluate transfer credit, answer questions from parents, etc. need to be determined. Some of these duties have gone to the program level, or up to cluster level. Robin noted that this needs to go back to AUs depending on size of programs. Chris Chabot’s AU had that in their proposal as a traditional summer Chair stipend as their program coordinators are multi-functional. AUs need to suggest to Robin how much time is needed for this workload over summer. Many have summer commitments already. In Pat Cantor’s group, four faculty have 12-month contracts and are concerned they will have to take on work and not get paid for it. Chairs are in place through June 30. Official faculty contract end date is one week after commencement.

Meeting adjourned at 4:46 p.m.