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**FACULTY MEETING MINUTES**

December 4, 2013

Newfound Room in Prospect Dining Hall

The meeting was called to order at 3:35 pm with approximately 90 faculty in attendance.

1. The draft minutesof the November 6, 2013 meeting were accepted as submitted.

**II. Reports**

*(Distributed electronically in addition to brief in-meeting report)*

**A. Sara Jayne Steen, President**

Report highlights: In response to questions, the current PSU mission statement is printed in the monthly report. The NEASC visit went well with a great initial report. Ray Burton’s public memorial service is being held at PSU on Saturday, December 14 at 1:00 PM. There will be changes in the shuttle schedule and other changes on campus that day to accommodate an estimated 800 to 3,000 people. Burton asked that all contributions be made to a PSU student scholarship in his name, and the Lamson Library will be housing his papers.

**B. Julie Bernier, Provost and Vice President for Academic Affairs**

Report highlights: See the printed report for the schedule of events in the town this weekend (12/6-7), which includes the operating staff’s 6th Annual Festival of Trees fundraiser. PSU and the SEA have reached a tentative agreement on a first contract to cover 150-160 eligible adjunct faculty. If all goes well, the contract should in place by this spring. In response to a question about budget impacts, Julie noted that this will be discussed at the department chairs retreat, and assistant chairs may be advised to attend as well. (Groans) Julie also mentioned three task forces (detailed in her report) focused on different aspects of ensuring student success that are intended to start soon and report back on May 1.

**III. Old Business**

None

**IV. New Business**

**A. Resolutions of Standing Committees**

None

**B. Motion from the General Education Committee** to amend the Faculty Bylaws to revise its composition as follows:

*(Revised language below. Current language with deleted portions and rationale in Appendix A)*

Note: According to Article XIV.A of the Faculty Bylaws, “these Bylaws can be amended at any regular meeting by a vote of the majority of the entire membership or a two-thirds vote of those voting.”

Article XI.F.9.a

Composition:

*The Associate Vice President for Undergraduate Studies, two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different departments.*

The motion was made by Jeremiah Duncan (Atmospheric Science and Chemistry) and seconded. Jeremiah reiterated the rationale as described in Appendix A for this revision to the bylaws. There were no questions, and the motion was passed unanimously on a voice vote.

**C. Motion from the Curriculum Committee** to amend the Faculty Bylaws to revise its composition as follows:

*(Revised language below. Current language with deleted portions and rationale in Appendix B)*

Note: According to Article XIV.A of the Faculty Bylaws, “these Bylaws can be amended at any regular meeting by a vote of the majority of the entire membership or a two-thirds vote of those voting.”

Article XI.F.5.a

Composition:

*The Curriculum Committee is composed of twelve voting members: the Associate Vice President for Undergraduate Studies, Registrar, seven faculty members (no more than two of whom are Department Chairs), and three members selected from the student body to be chosen by procedures established by the Student Senate.*

*Only one member of a department may serve on the Curriculum Committee at one time.*

The motion was made by Liz Ahl (English) and seconded. Liz spoke briefly to the rationale for this change in the bylaws (see Appendix B). There were no questions, and the motion was passed unanimously on a voice vote.

**V. Announcements**

**VI. Adjournment**

The meeting adjourned at 4:02 PM. The SOS Basket raffle raised over $200 and David Zehr won the basket.

Respectfully submitted,

Kit Otto, substitute scribe

**APPENDIX A**

**Motion from the General Education Committee to amend the faculty bylaws to revise its composition as follows:**

*(Deletions in the original language are ~~crossed out~~ below)*

Article XI.F.9.a

Composition:

*The Associate Vice President for Undergraduate Studies, two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different departments.*

**Current Language:**

Article XI.F.9.a

Composition:

The Associate Vice President for Undergraduate Studies, ~~the Dean of the Academic Experience,~~ two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different

departments~~; none may be a department chair~~.

**Rationale:**

The Dean of the Academic Experience position no longer exists and that no other principal policy making committee excludes department chairs. This will make the General Education Committee consistent with other principal policy making committees in not excluding department chairs.

**APPENDIX B**

**Motion from the Curriculum Committee to amend the faculty bylaws to revise its composition as follows:**

*(Deletions in the original language are ~~crossed out~~ below)*

Article XI.F.5.a

Composition:

*The Associate Vice President for Undergraduate Studies, ~~the Dean of the Academic Experience,~~ two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different departments~~;~~* ~~none may be a department chair~~.

**Current Language:**

Article XI.F.5.a

Composition:

The Curriculum Committee is composed of twelve voting members: the ~~Vice President for Academic Affairs (or~~ Associate Vice President for Undergraduate Studies~~)~~, Registrar, seven faculty members (no more than two of whom are Department Chairs), and three members selected from the student body to be chosen by procedures established by the Student Senate.

Only one member of a department may serve on the Curriculum Committee at one time. ~~The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President’s absence.~~

**Rationale:**

The Provost has not been attending Curriculum Committee meetings for some time – the Associate Vice President for Undergraduate Studies has been serving as her representative. The bylaws should reflect this new reality. Given recent changes in administrative structure (notably, the introduction of colleges/deans), it makes most sense to have this “temporary” proxy situation become permanent. This motion passed Curriculum Committee unanimously.