

FACULTY MEETING MINUTES

Wednesday, February 3, 2016

3:35 PM – Heritage Commons

I. Approval of the draft minutes of December 2, 2015 meeting.

The December 2, 2015 minutes were approved as written. These minutes are available online on the Faculty Governance site: <http://www.plymouth.edu/committee/faculty/faculty-agendas-minutes/faculty-meeting-minutes/>

II. Reports

A. Don Birx, President

The President's report was sent out electronically in advance of this meeting. Questions posed to President Birx from the floor included:

Question:

- Cathie LeBlanc (*Department of Communication and Media Studies*) asked President Birx whether or not the decision has been made to move to a 4-credit curriculum.

Answer:

- President Birx replied that he would be supportive of this move if there was consensus among faculty to do so, and suggested that the 4-Credit Task Force continue their work and make a recommendation to the faculty. President Birx elaborated further by stating that if we were to move from the current 3-credit curriculum to a 4-credit curriculum, the fourth credit could be applied as an open lab component.

It was noted that a 4-credit model committee had been put together in the past to determine whether or not moving in this direction would be beneficial. Subsequently, a motion supporting this effort was put before the faculty for approval on four separate occasions and failed to receive a two-thirds majority vote in favor of this proposal.

Observation:

- Gary Goodnough (*Counselor Education & School Psychology Department*) commented that the construction of a new residence hall clearly is a good use of resources as it addresses the needs of incoming students and also provides summer conference and educational opportunities for use during the summer, such as a summer academy in relation to our potential involvement with STEM and STEAM initiatives.

Question:

- Chris Chabot (*Biological Sciences Department*) stated that it is apparent the formation of strategic clusters is going to occur, which is fine, but it appears as though everyone is forced to be a part of strategic clusters and how exactly do strategic clusters increase student success?

Answer:

- President Birx replied by saying the development of strategic clusters is an approach to aggregate together with disciplined based communities, not departments, and create team based interdisciplinary strategic clusters over time. As departments and colleges diminish over time, strategic clusters will enable staff and faculty to determine areas of strengths and weaknesses and move toward creating networks to support student success and strategic cluster activities. President Birx reported that it is important for all to be involved in some capacity and work together, establish a timeline, and collaborate on how to best move forward. After reviewing
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the results of the URSA process, President Birx pointed out that PSU currently offers too many programs and majors, but opportunities exist whereby combining parts of each quintile will enhance strategic cluster themes, such as spanning general education courses.

Question:

- Liz Ahl (*English Department*) stated that she cannot see herself/her department belonging to one strategic cluster. What does it mean to be in a strategic cluster and what are the advantages?

Answer:

- President Birx replied that we are in the development stages of forming these strategic clusters and by bringing the communities together, it is evident that several departments will be involved in more than one strategic cluster. Opportunities will exist for departments to work across disciplines and work together to form a partnership within the different strategic clusters. President Birx further noted that where one places themselves in relation to a particular strategic cluster is not that important at this time. What is important is to be involved and collaborate with one another to determine how and where your discipline will be most effective and provide the ultimate educational experience for our students.

Comment:

- Gary McCool (*Lamson Learning Commons*) commented that if strategic clusters are going to be successful and reap the benefits for faculty and students, there is concern over timelines, meetings, etc. There is a need to push out ideas/concepts as to where we might go moving forward, together as a community, not alone.

Question:

- Heather Doherty (*Biological Sciences Department*) asked “What is the plan...more concrete plan? What are the details going forward? Answers to these questions would relieve anxiety and communicating as much as possible with the campus community would help make people feel that they are in the loop.

Answer:

- President Birx reiterated that his intention has always been to include all community members in this new endeavor and to have everyone participate in the plan process. Two upcoming Town Hall meetings have been scheduled to update the community on progress reports on URSA, financial background, process meeting feedback and next steps for implementation of strategic clusters. In addition, a timeline has been proposed for continuing campus discussion on strategic clusters, open labs, processes, etc. President Birx noted that this timeline is outlined in his report.

Comment:

- Bob Fitzpatrick (*Lamson Learning Commons*) stated that he has no idea what we are selling, and with this wholesale change, what about the impact of financial decisions we have made in the past?

Reply:

- President Birx replied that his intent is not to take sole directive on this move toward establishing strategic clusters; that we are all in this together and we need to try and sketch out a framework. A suggestion was to form a pilot program, but where would you start and how he asked? President Birx stated that he is trying to have people look at PSU in a different light, and adapt to a newer vision, beginning with the newly integrated strategic cluster approach that he hopes will enhance the future of PSU by enabling students to participate in interdisciplinary, multidisciplinary, and hands on learning to develop skills relevant to the 21st century, thus offering an innovative style of teaching and learning unique to PSU; a place where students will be provided a path that transforms themselves and their world, regardless of their interest or background. This focus will also increase student recruitment and retention.

- President Birx addressed part two of Bob’s question by stating that tuition at PSU is lower than any other comparable university in the state, and we need to present ourselves to donor communities and affix a student base tuition without a 34% discount rate (less than our list price). President Birx stated that we need to be proactive on how we project ourselves outwardly to the community if we are to increase our revenue. President Birx also shared with the group that the Board of Trustees is very much on board with this new direction going forward and has approved not only the schematic design and \$33 million project budget for the new residence hall, but also the proposed tuition and fees for fiscal year 2017.

Question:

- Amy Villamagna (*Department of Environmental Science & Policy*) asked for clarification with regard to the deadline of March 2016 for decisions to be made on proposals for open labs, and if open labs fall within the scope of a strategic cluster.

Answer:

- President Birx replied that it was his understanding that his report indicated a March 2016 start date to review decisions on strategic cluster content and open lab project proposals, not the completion thereof. As far as open labs being a component of strategic clusters, the answer was yes, when and where applicable. Provost Bernier added that the Strategic Cluster Steering Committee is working on a process for open labs, and open labs do not have to be in a single strategic cluster, but are open and collaborative across the campus.

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

The Provost’s report was sent out electronically in advance of this meeting. Provost Bernier was available to answer questions. Provost Bernier summarized her report by highlighting the following key components:

With respect to strategic clusters and URSA process and timelines, Provost Bernier asked the group to refer to her report, suggesting they focus on URSA. The URSA evaluation reports were made available to the community in January, after which a meeting to discuss these results was scheduled with Provost Bernier, the Deans and the Department Chairs to lay out the next steps in the URSA process for credit generating programs and how this phase of URSA intersects with strategic cluster planning. An outline and timeline was established.

A group of people forming a credit generating process team, namely Provost Bernier, Ann McClellan, Mary Cornish, Eric Hoffman and the three Deans, is currently working on instituting a process, gathering and coordinating information as is available and communicating the next steps to the community through a Strategic Cluster Communications Team which has been developing a website to be launched this week. It is anticipated that by the end of February, early March, the Strategic Cluster Steering Committee will appoint 3-4 faculty members for each strategic cluster to serve as “Strategic Cluster Guides”, who will in turn join individuals whose programs and ideas best fit within a strategic cluster and begin to formulate descriptions and goals for each. Provost Bernier is hopeful that by April or May, faculty, staff and administration will have identified the tasks and undertakings of the following seven PSU strategic clusters that have been identified:

1. Exploration & Discovery
2. Justice & Security
3. Tourism, Environment & Sustainable Development
4. Health & Human Enrichment
5. Arts & Technology
6. Education, Democracy & Social Change
7. Innovation, Entrepreneurship

Provost Bernier announced that the Strategic Cluster Steering Committee is currently working on

developing a model to support PSU in the implementation stages of strategic clusters by establishing a strategic cluster implementation team to be known as the Cluster Enablement Support Team (CESP). This team, headed by Ross Humer, and assisted by the Steering Committee, will appoint 4 additional members to serve. This team will be charged with the successful planning, governance, coordination and enablement of strategic clusters. As we move toward the strategic allocation (SA) process using URSA data, two open meetings have been scheduled: Tuesday, February 16 from 4:00-6:00 and Friday, February 26 from 2:30-4:30 to:

- a) review and explore the implications of the strategic cluster initiative;
- b) discuss the process of developing the teams defined above;
- c) discuss the strategic cluster implementation model.

Lastly, Provost Bernier encouraged the group to consider:

1. Visualizing the role of the Deans;
2. Thinking about a primary home for a strategic cluster;
3. Identifying the best place their program belongs;
4. If you are not sure which strategic cluster is the right fit at this point, continue to do what you have been doing for the time-being.

C. Jim Hundrieser, Vice President, Enrollment Management and Student Services

Jim addressed the group regarding the processes in place to hire an Assistant Vice President for Enrollment Management. In lieu of having to follow the administrative search process which indicates that at least seven faculty members have to serve on the Search Committee as designated by the By-Laws, Jim solicited feedback on the possibility of expediting this procedure by implementing a fast-track model whereby a modified search process with a smaller Search Committee, to include three faculty members, would be empowered to select a replacement for Andy Palumbo who left this position in early November. Jim indicated that the search process will begin in the next 2-3 weeks and wrap up by the end of the semester.

A motion was moved and seconded. The motion passed by voice vote without dissent, meeting the two-thirds requirement.

MOTION: *To allow the Search Committee to move forward with an abbreviated Committee membership if seven faculty members do not volunteer to serve.*

D. Robin DeRosa, Chair, Academic Technology and Online Education Committee

An update on IT phishing and compromised accounts policy was given by Robin at this time. The Information Technology Services (ITS) Department will be sending out an email with relevant information once all issues have been resolved. It was noted that any accounts presumed to be affected will be suspended to preserve the integrity of PSU systems and data. The employee will be notified and asked to come to the ITS Department to verify password change and to discuss the potential source of phishing so IT can determine what led to the issue. It will typically take 24-48 hours to regain access to accounts that have been compromised.

The ATEC Committee is currently reviewing a draft of the new ITS Compromised Account Policy and will wait for final word from Cabinet before disseminating to campus community members. In the meantime, a temporary policy is in effect that expunges problematic recourse/punitive action taken previously under the old policy, and warning letters will be removed from personnel files. Once all Human Resources policies are clear and supervisors notified, the new policy will take effect.

E. Curriculum Committee Report

The Curriculum Committee report was attached to the agenda prior to the meeting. (See Attachment 1)
There were no questions from the floor.

III. Old Business (none)

IV. New Business

- A. Resolution of Standing Committees (none)
- B. A motion was moved and seconded. The motion passed by voice vote without dissent, meeting the two-thirds requirement. (See Attachment 2)

MOTION: *To amend Faculty Bylaw Article XI, Committees, Section 2, Academic Technology and Online Education Committee. Language change accepted as follows:*

“2. Academic Technology and Online Education Committee

a. Composition:

Eight faculty members elected by the faculty for staggered three-year terms and three students (one of whom must be a graduate student) shall be voting members of the committee. Additional voting members shall include the Associate Vice President of Academic Affairs, the Managing Dean of Graduate Studies, the Director of Learning Technologies and Online Education (LTOE), Director of Continuing Education, and the Chief Information Officer. Non-voting members include the Director of Management Information Systems (MIS) **and the Director of Client Services**. The committee elects its own chair who shall be a faculty member.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years of service at PSU. The Chair of the Academic Technology and Online Education Committee, or his/her designee, shall serve as an ex-officio member of the Planning/Budget Leadership Group (PBLG) and the Executive Steering Committee for Information Systems (ESC-IS). The Chair of the Academic Technology and Online Education Committee serves on the University Steering Committee.”

V. Other:

A question from the floor was posed by Linda Levy with regard to Donald Trump’s scheduled visit to campus this Sunday and why key people were not notified in advance of this arrangement as it caused scheduling conflicts and disruption. President Birx clarified that John Clark notified him of this arrangement, and despite the revenue generated (albeit meager) with the rental of this facility to the Trump campaign, it is evident that a process in the future will have to be followed to avoid displacing classes and interfering with regularly scheduled activities. President Birx also reaffirmed that anyone is invited to attend this event despite the rumors that the Trump campaign would bar entrance to those who are non-supporters. Tickets must be reserved in advance via website created specifically for this purpose.

VI. Adjournment

Meeting adjourned at 4:50 pm. [Note: Announcements followed Adjournment]

Respectfully submitted,

Lillian Rozanski, Scribe

Report from the Curriculum Committee
Hilary Swank, Chair

The Curriculum Committee (UG) continues to review proposals for the 2016-2017 catalog. The catalog deadline for curriculum proposals is Wednesday, February 10th at midnight. Proposals must include all required signatures and accompanying materials. Those submitting proposals are strongly encouraged to submit proposals prior to the deadline to allow sufficient time for clarification, correction, and consideration by the committee. For minor curriculum changes requiring only department approval, the committee is conducting electronic votes prior to the monthly meeting.

In order to ensure timely delivery of the monthly meeting minutes, the draft minutes will now be emailed to department chairs as soon as they are available. The draft and approved versions of the Curriculum Committee minutes will also continue to be posted to the Faculty Governance page as soon as they are available.

Reminder: All new programs (as defined in the policies and procedures document) must follow the "New Program Approval Process" (documentation available on the Curriculum Committee web page). The committee cannot consider new program proposals that have not passed through the required steps.

The curriculum committee meets next on February 19th at 2:30pm in the HUB Student Senate Room. The committee will not meet in March because the meeting date falls during spring break.

Academic Technology and Online Education Committee, Article XI, Section 2a, Composition (Bold font indicates addition to the bylaw)

Eight faculty members elected by the faculty for staggered three-year terms and three students (one of whom must be a graduate student) shall be voting members of the committee. Additional voting members shall include the Associate Vice President of Academic Affairs, the Managing Dean of Graduate Studies, the Director of Learning Technologies and Online Education (LTOE), and the Chief Information Officer. Non-voting members include the Director of Management Information Systems (MIS) and the Director of Client Services. The committee elects its own chair who shall be a faculty member.

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