***Plymouth State University***

**FACULTY MEETING AGENDA**

Wednesday, March 6, 2013

3:35 PM – Heritage Commons

**I.** **Approval of the draft minutes** of the February 6, 2012 meeting.

 These minutes are available online at: http://www.plymouth.edu/committee/faculty/faculty-agendas-minutes/faculty-meeting-minutes/

**II. Reports**

A. Sara Jayne Steen, President

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

**III. Old Business**

1. **MOTION from Faculty Welfare Committee** (Grievance Resolution Committee - Anne Jung and Michael Fischler) to amend Section 2.18 Grievance Policy of the Faculty Handbook. This motion was tabled from February 6 meeting. (See Appendix A)

**IV. New Business**

A. Resolutions of Standing Committees (None)

1. **MOTION from The Department of Elementary Education and Childhood Studies** (Hilary Knipe)to accept the proposed a new “Afterschool Professional” certificate program. (See Appendix B).
2. **MOTION from The Academic Affairs Committee** (Sam Miller)to adopt a change in the language on page 37 of the current university catalog, under "fair grading" policies, the last paragraph at the bottom of the page

**Current Policy/Catalog language:**

"Barring matters related to the just administration of the fair grading policy above, final grades submitted to the registrar may only be changed due to an error in determining the grade or an error in recording the grade. Students may challenge the accuracy or completeness of their semester’s academic record for a period of one year from the end of the semester in question. After this period the University shall have no obligation to alter a student’s academic record except to correct an error in transferring grades from the official grade roster to the transcript."

**Rationale:**

There was difficulty resolving a recent "fair grading case" brought to David Zehr's office, because the professor in question destroyed the student work used to compute the course grade shortly after submitting final grades.  Since the policy (shown above) states that students "may challenge the accuracy or completeness of their semester's academic record for a period of one year," and because it is difficult to "defend" a grade if the student's graded work has already been destroyed, the AAC proposes the following change to the policy (change in bold):

**Proposed Policy/Catalog language revision (changes in bold):**

"Barring matters related to the just administration of the fair grading policy above, final grades submitted to the registrar may only be changed due to an error in determining the grade or an error in recording the grade. Students may challenge the accuracy or completeness of their semester’s academic record for a period of one year from the end of the semester in question. **Therefore, faculty have the responsibility to keep supporting documentation of graded student work (i.e., exams, papers, projects, discussions, etc.) for a period of one year.** After this period the University shall have no obligation to alter a student’s academic record except to correct an error in transferring grades from the official grade roster to the transcript."

AAC voted in favor of this 11-0-0-4.  (All those present voted in favor.)

1. **DISCUSSION** (General Education Committee – Elliot Gruner) Revision of General Education Directions Requirements (See Appendix C)

**V. Announcements**

**VI. Adjournment.**

**APPENDIX A**

**Plymouth State University**

**Faculty Handbook Amendment Spring 2013**

**2.18 Grievance Policy**

**Note:** Sections in **bold** font represent changes from the document presented at the February 2013 Faculty meeting.

The current policy is represented with ~~strikethroughs~~.

*~~[October, 2004: Certain revisions to this policy have been suggested by the PSU Office of Human Resources and considered by the Faculty Welfare Committee. One pending suggestion is noted in green highlighted text below. The Faculty Welfare Committee is considering this suggestion, and would bring any proposed change to the faculty for a vote.]~~*

1. **Preamble**

The Faculty and Administration of Plymouth State University affirm their conviction that the University is an academic community in which policies should be characterized by, and individuals treated in, a spirit of fairness and equity. However, it is recognized that from time to time grievances may arise. It is the purpose of this procedure to encourage prompt resolution of such grievances and to recognize the importance of settling them fairly, without fear or prejudice or reprisal and in a manner which protects the rights of everyone concerned. The aggrieved (hereafter Grievant) **and accused (hereafter Respondent)** will follow the orderly process hereinafter set forth, and these procedures shall be the final campus remedy used for their resolution.

Any status faculty member – including tenure-track faculty, faculty-in-residence, and contract faculty – is eligible to use this grievance procedure. *[revised 12-30-04 in accord with USNH OLPM* *USY.V.D.12.3.1.2]*

1. **Guiding Principles and Purpose of the Plymouth State University Faculty Grievance Resolution Policy**

The Faculty Grievance Resolution Policy exists to protect the academic freedom of PSU faculty and to protect individual faculty members from incidences of workplace bullying. (See, PSU Faculty Handbook Section 2.10 A, Academic Freedom, and Section 2.10 F, Workplace Bullying).

**The purpose of the Faculty Grievance Resolution Policy is to provide the means by which an aggrieved faculty member can seek counsel, obtain informal reconciliation, and/or mediation, between themselves and another faculty member, or seek a formal hearing. Grievable acts covered by Section 2.18 are limited to any actions in which allegedly:**

1. **A faculty member’s right to academic freedom has been abrogated**
2. **A faculty member has been the victim of workplace bullying**

The Faculty Grievance Resolution Committee will **NOT** be involved in alleged grievable acts listed below:

* In cases where a Board of Trustees, University System, or Plymouth State University policy has been violated
* In cases where a faculty member is unfairly discriminated against on the basis of sex, sexual orientation, race, age, religion, color, marital status, national origin, or handicap
* In cases where the accepted University procedure for renewal of contract, promotion and/or tenure has been violated
* In cases where employment-related policies and procedures have been violated, excluding dismissal of tenured faculty (see Section 2.9 for conditions involving dismissal including tenured faculty).

These cases will be managed by Human Resources without the direct, official participation of the Grievance Resolution Committee. **EXCEPTION:** The Committee will serve as the hearing panel for faculty under the Grievance Resolution policy of the Human Resources Office, as stated in the PSU Online Policy Manual (OLPM), PSU.V.D.13.2.4.1. (<http://www.usnh.edu/olpm/PSU/V.Pers/D.htm#13>)

**If a faculty member chooses not to pursue the Faculty Grievance Resolution procedure, they have the option to file their complaint directly through the Plymouth State University’s Office of Human Resources. Their process would follow that which is outlined in the Plymouth State University Personnel Policies procedural manual,found in section, “V. Personnel Policies, D. Employee Relations, 12. Complaint Resolution.**

1. **~~Definition~~**

~~A grievable act is defined as any action (s) which allegedly:~~

1. ~~violates a Board of Trustees, University System, or institutional policy~~ *~~[revised 12-20-04 to use wording from USNH OLPM USY.V.D.12.3.1.1]~~*
2. ~~abrogates or denies a faculty member’s academic freedom;~~
3. ~~unfairly discriminates against a faculty member on the basis of sex, sexual orientation, race, age, religion, color, marital status, national origin, or handicap;~~
4. ~~violates accepted University procedure for renewal of contract, promotion and/or tenure;~~
5. ~~violates employment-related policies and procedures, excluding dismissal of tenured faculty (see~~

~~Section 2.9 for conditions involving dismissal including tenured faculty);~~

1. **~~Grievance Resolution Committee~~**
2. **The Grievance Resolution Committee**

Grievance Resolution Committee (GRC) membership is established under Article XI. F. 11 of the Bylaws of the Plymouth State University Faculty.

The Grievance Resolution Committee will strive to maintain confidentiality at all steps throughout the grievance procedure. Attendance at meetings of the Grievance Resolution Committee is by invitation only.

Any member of the Grievance Resolution Committee who either has or perceives a conflict of interest in his or her involvement in a particular grievance shall so inform the Chair and recuse himself or herself from further participation in the formal grievance procedure. If the impartiality of the Chair of the Grievance Resolution Committee is challenged by a party of interest, the Chair of the Faculty Welfare Committee will make the determination as to whether or not a conflict of interest exists. If the impartiality of any other member of the Grievance Resolution Committee is challenged by a party of interest, the Chair of the Grievance Resolution Committee will make a determination as to whether or not a conflict of interest exists. If the currently sitting Chair of the Grievance Resolution Committee is to be removed because of an upheld challenge of impartiality, the new chair (as prescribed in the following paragraph) will make the determination on challenges to any other members of the Grievance Resolution Committee.

In either case, the Faculty Speaker will appoint a replacement who is acceptable to both parties to the grievance to serve as a replacement member on the hearing panel. If the Chair of the Grievance Resolution Committee is replaced, then the new constituted hearing panel shall elect a new chair for the impending hearing.

1. **The Grievance Resolution Process**

**Primary in importance in the grievance resolution process is the health, safety, and security of the principals involved. Since every case has unique elements, associated processes must be flexible in recognizing ways to insure health, safety and security. Thus, diverse pathways toward grievance resolution should be available.**

**All materials used in the grievance process, including digital recordings, exhibits, minutes, and affidavits, shall be held in a sealed file in the PSU Human Resources Office. This file shall be separate from the individuals’ personnel files. The only people authorized to open the files are the Grievant, the Respondent, and appropriate administrators who prove an official need to know.**

All participants in the Faculty Grievance Resolution Process are expected to adhere to principles of strict confidentiality. Thus, the sharing of personal information from one party to another is strictly for that party’s exclusive use in relation to their role relative to the grievance resolution process, and is not to be imparted to others without the informedwritten consent from any of the parties involved.

* + - 1. **Informal Reconciliation**

**If the complainant wishes to attempt to resolve their grievance through “Informal Reconciliation,” the Grievant shall consult with the Chair of the GRC (or member of the GRC designated by Chair) who is responsible for explaining the rights, options, and procedures available to all parties in the grievance process.**

**Note: Recognizing that in certain situations the Grievant, and/or Respondent may have substantive concerns over entering into an “Informal Reconciliation Process,” and may wish to move directly into “Mediation,” or the “Formal Grievance Procedure,” the Complainant, and/or Respondent will then (in order to certify that there are persuasive reasons for movement away from the Faculty’s normative grievance resolution process):**

* 1. **State in writing his/her/their reason(s) for requesting such a departure to the following three (3) individuals: the Chair of the Grievance Resolution Committee (or member of the GRC designated by the Chair); the Chair of the Faculty Welfare Committee (or member of the FWC designated by that Chair); and one additional member of the Faculty Welfare Committee as designated by the Chair of the FWC.**
	2. **Upon considering said request, the above individuals will meet within 14 days to render a decision as to whether the request is justified, and if so, the Grievant, or Respondent may proceed to the “Mediation” or “Formal Grievance Procedure” without engaging in informal reconciliation.**
	3. **A finding that such a request is not justified on the part of either or both parties, means the Grievant and/or Respondent shall return to the established Faculty Grievance Resolution process, namely the Informal Reconciliation phase.**
	4. **The Chair of the Grievance Resolution Committee and the two members of the Faculty Welfare Committee who read the request to bypass the informal reconciliation process will recuse themselves from the Formal Grievance Procedure.**

Written notification of informal grievance shall be submitted to the Chair of the Grievance Resolution Committee with a copy to the Director of Human Resources who will be responsible for coordinating the informal reconciliation process, including providing a copy of the written notification to the Respondent.

The written notification shall identify the nature of the grievance and how this grievance violates University statements on either Academic Freedom or Workplace Bullying. The Grievant must initiate the grievance process within 10 calendar days following the time when the faculty member could reasonably have been aware of the existence of the situation which is the basis of the grievance and within one year of its occurrence. *[revised 12-20-04 in accord with OLPMV.D.12.3.1.3]* **However, the Grievance Resolution Committee has discretionary authority at any time during the grievance procedure to extend a deadline as necessary to ensure a thorough and fair process.**

At the informal discussion, every attempt should be made to reconcile differences through face to face discussion and negotiation of the issues. The Grievance Resolution Committee will not be involved in these discussions directly, but will maintain contact with parties involved to help ensure that a good faith effort at reconciliation is made. Informal reconciliation phase should be completed within 30 calendar days after the initiation of the process.

The Grievant will notify the Chair of the Grievance Resolution Committee with regards to the outcome of the Informal Reconciliation phase and provide a copy of the notification to the Respondent.

1. **Mediation**

If the complaint is not resolved through informal reconciliation, the Grievant, in consultation with the Chair of the Grievance Resolution Committee (or a member of the GRC designated by the Chair) or Human Resources, may request mediation, or file a request for a formal hearing.The Chair (or member of the GRC designated by the Chair) will be the liaison between the Grievant, the Respondent, HR, and the GRC. Both parties will agree on a mediator from the list of qualified mediators*.* Both parties must also agree on a time and location for mediation. The Office of Human Resources will coordinate this process. Reasonable expenses will be paid by the University.

The Chair of the Grievance Resolution Committee will inform the GRC with regards to the outcome of Mediation.

**~~C. Grievance Procedure~~**

~~Any faculty member eligible to use this grievance procedure who feels that he or she has been~~

~~aggrieved must initiate the grievance process within 10 calendar days following the time when the faculty member could reasonably have been aware of the existence of the situation which is the basis of the grievance and within one year of its occurrence.~~ *~~[revised 12-20-04 in accord with OLPM~~**~~V.D.12.3.1.3]~~*

~~[~~*~~Suggestion by HR Office:~~* ~~“Deadlines: Faculty members are encouraged to file a grievance according to the filing requirements of the process. All grievances will be handled as expeditiously as possible adhering to the deadlines outlined. However, the Chair of the Grievance Resolution Committee has discretionary authority at any time during the grievance procedure to extend a deadline to ensure a thorough and fair process.”~~ *~~The Faculty Welfare Committee (4-05) suggests the following wording of~~**~~the last sentence:~~* ~~“However, the Grievance Resolution Committee has discretionary authority at any time during the grievance procedure to extend a deadline as necessary to ensure a thorough and fair process.” This has not yet been brought to the full faculty for a vote.]~~

**~~1. Informal Grievance Procedure~~**

~~Written notification of informal grievance shall be submitted to the Chair of the Grievance~~

~~Resolution Committee with a copy to the Director of Human Resources who will be responsible~~

~~for coordinating the stages of the informal grievance process.~~

~~Prior to initiating a formal grievance, the aggrieved must attempt reconciliation with all~~

~~appropriate administrators and faculty. These discussions may include Department Chairs,~~

~~members of the administration, parties of interest, and other persons who are either involved in or affect the situation and/or action for which a grievance may be brought. A qualified mediator~~

~~agreeable to both parties may be used. Reasonable expenses will be paid by the University.~~

~~At the informal discussion, every attempt should be made to reconcile differences through face-to-face discussion and negotiation of the issues. The Grievance Resolution Committee will not be involved in these discussions directly, but will maintain contact with parties involved to help~~

~~ensure that a good faith effort at reconciliation is made. The informal grievance procedure must~~

~~be completed within 60 calendar days after the initiation of the process.~~

~~If, by the determination of the complainant, no acceptable resolution is forthcoming from the~~

~~informal process, he or she may then file a formal grievance with the Chair of the Grievance~~

~~Resolution Committee within 30 calendar days after the completion of the informal grievance~~

~~procedure but in no event later than 90 calendar days after the initial filing of the grievance at the informal stage.~~

1. **Formal Grievance Procedure**

If the Grievant believes that the grievance was such that it was not appropriate to be processed through informal reconciliation (in concurrence with the Chair of the GRC, or member of the GRC designated by the Chair), or the informal reconciliation process failed, and it was not resolved through Mediation, he/she may request in writing a formal hearing with the Chair of the Grievance Resolution Committee (or member of the GRC designated by the Chair), with a copy to the Office of Human Resources for informational purposes, within 30 calendar days after the failure of the Informal Reconciliation Process or the failure of Mediation.

The written request shall identify (1) the nature of the grievance (i.e. specific action, pattern of action on the part of the Respondent); (2) how the grievance violates University statements on either Academic Freedom or Workplace Bullying; (3) a summary of the outcome(s) of Informal Reconciliation and/or Mediation, if these processes were used.

The Grievance Resolution Committee shall meet within 21 calendar days after receiving the formal grievance to schedule a prehearing meeting.

Prior to the formal hearing, there will be a meeting with the GRC, the Grievant, the Respondent and their advocates to determine the following:

(1) The procedures to be followed in the formal hearing.

(2) The witnesses for the formal hearing. To determine these witnesses, the Grievant, Respondent, and the Committee will work together closely, using as criteria (a) witnesses with information relevant to the grievance, and (b) witnesses who can share new information in an effort to avoid redundant testimony.

(3) The relevant documents to be used at the formal hearing.

(4) The general factual areas about which witnesses will testify.

The advocate must be a PSU employee and shall not have a law degree.

The Human Resources Office will make available to the Grievance Resolution Committee all necessary resources and will undertake, as needed, the facilitation of the formal hearing.

1. The Formal Hearing

All documents and a summary of areas of testimony identified during the prehearing shall be made available to Grievant and Respondent before the hearing.

The hearing will include, but is not limited to, the Grievant and his/her advocate, the Respondent and his/her advocate, and the Grievance Resolution Committee.

The Grievance Resolution Committee will conduct the formal hearing. The Grievant, the Respondent, and their advocates have the right to hear the testimony and to respond to testimony during the hearing, and question the witnesses. The Grievance Resolution Committee will make all appropriate decisions as to the conduct of the hearing and the evidence received.

1. Within 21 calendar days of the conclusion of the hearing, the Grievance Resolution Committee shall report in writing to the parties involved, and to the Provost, its findings on whether the grievance is founded or unfounded and recommendations to remedy the situation.
2. **Within 21 calendar days, the Provost will provide written approval of the Grievance Resolution Committee’s recommendations to the Chair of the Grievance Resolution Committee, the Grievant, and the Respondent. If, however, the Provost should determine that implementation of the Grievance Resolution Committee’s recommendation(s) is inappropriate or would cause grave harm to the University, he or she shall provide within the same 21 calendar days, detailed reasons underlying his or her determination.**

1. Insofar as possible, the remedies available under this grievance resolution procedure shall be limited to those necessary to address the grievance.

**As with previous materials used in the Grievance Resolution process,** all materials used in the formal grievance process, including digital recordings, exhibits, minutes, and affidavits, shall be held in a sealed file in the PSU Human Resources Office. This file shall be separate from the individuals’ personnel files. The only people authorized to open the files are the Grievant, the Respondent, and appropriate administrators who prove an official need to know.

1. **Appeal**

**The decision of the Provostto support or reject the recommendation made by the Faculty Grievance Resolution Committee may be appealed** to the University President within 21 days of the Provost's determination of the case. Appeals should clearly state all grounds for the appeal. The President shall decide whether the grounds for appeal have merit and may call for a rehearing of the case, if necessary.

The President’s decision is final.

**~~2. Formal Grievance Procedure~~**

~~Notification: The grievant shall file his/her grievance in writing with the Chair of the Grievance~~

~~Resolution Committee. The grievance shall identify (1) the nature of the grievance, i.e. the~~

~~specific action or pattern of actions which is being grieved; (2) the background and reasons why~~

~~the grievant believes the action was in error; (3) where relevant, the specific provision of the~~

~~Faculty Handbook, policy, practice or procedure alleged to have been violated and (4) the~~

~~grievant’s perception of the appropriate remedy of the grievance. Once the grievance has been~~

~~filed, the Chair shall forward a copy of the grievance to the Respondent(s). The Committee shall~~

~~meet to discuss the grievance among themselves and shall then schedule a hearing no later than 21 calendar days after receiving the grievance.~~

~~Procedure:~~

~~The following procedures are to be followed when a faculty member files a grievance:~~

~~a. The formal grievance procedure shall include both a prehearing and a formal hearing. During~~

~~the prehearing and the formal hearing both the grievant and the respondent and their~~

~~advocates will be allowed to hear and to respond to all testimony. Each party may have one~~

~~advocate. The advocate must be a PSU employee and shall not have a law degree.~~

~~b. The Human Resources Office will make available to the Grievance Resolution Committee all~~

~~necessary resources and will undertake the facilitation of both the prehearing and the formal~~

~~hearing.~~

~~c. The Prehearing~~

~~The Grievance Resolution Committee shall hold a prehearing with the grievant, the respondent, and their advocates. The purpose of the prehearing shall be:~~

~~(1) to establish the procedures to be followed in the formal hearing.~~

~~(2) to determine witnesses for the formal hearing. To determine these witnesses, the grievant,~~

~~respondent and the Committee will work together closely, using as criteria (1) witnesses~~

~~with information relevant to the grievance, and (2) witnesses who can share new~~

~~information in an effort to avoid redundant testimony.~~

~~(3) to determine the relevant documents to be used at the formal hearing.~~

~~(4) to identify and summarize the general factual areas about which witnesses will testify.~~

~~d. The Formal Hearing~~

~~All documents and a summary of areas of testimony identified during the prehearing shall be~~

~~made available to grievant and respondent before the hearing.~~

~~The hearing will include, but is not limited to the grievant and his/her advocate, the person~~

~~being grieved (respondent) and his/her advocate, and the Grievance Resolution Committee.~~

~~The Grievance Resolution Committee will conduct the formal hearing. The grievant, the~~

~~respondent, and their advocates have the right to hear the testimony and to respond to~~

~~testimony during the hearing, and question the witnesses. The Grievance Resolution~~

~~Committee will make all appropriate decisions as to the conduct of the hearing and the~~

~~evidence received.~~

~~e. Within 10 calendar days of the conclusion of the hearing, the grievant and respondent may~~

~~submit a written summary of their positions to the Grievance Resolution Committee. Within~~

~~21 calendar days from receiving any written summaries the Grievance Resolution Committee~~

~~shall report in writing to the parties involved and to the President its findings and~~

~~recommendations. If the Committee finds no recommendations appropriate, it will state its~~

~~reasons for so finding in its report.~~

~~f. If the President should determine that implementation of the Grievance Resolution~~

~~Committee’s recommendation(s) is impossible or would cause grave harm to the University,~~

~~he or she shall, within 21 calendar days, so inform in writing the Chair of the Grievance~~

~~Resolution Committee, the grievant and the respondent, setting forth in detail the reasons~~

~~underlying his or her determination. No grievance resolution shall be considered precedent-setting.~~

~~g. Remedies: Insofar as possible, the remedies available under this grievance resolution~~

~~procedure shall be limited to those necessary to address the grievance.~~

~~h. Record-keeping and Access to Records: All materials used in the grievance process,~~

~~including tape recordings, exhibits, minutes and affidavits, shall be held in a sealed file in the~~

~~PSU Human Resources Office. This file shall be separate from the individuals’ personnel~~

~~files. The only people authorized to open the files are the grievant, the respondent, and~~

~~appropriate administrators who prove an official need to know.~~

**~~D. Appeal~~**

~~Appeals of decisions and/or recommendations of the Grievance Resolution Committee shall be made to the President, and shall be made within 21 calendar days of the report of the Grievance Resolution Committee. Appeals should clearly state all grounds for the appeal. The President shall decide whether the grounds for appeal have merit and may call for a rehearing of the case, if necessary.~~

*[revised by Faculty 4-5-00; name changed from Review Committee to Grievance Resolution Committee*

*on 2-7-07]*

**Appendix B**

*Use for all proposals* ***except*** *new courses and experimental courses*

|  |  |
| --- | --- |
| Department/Program |      Elementary Education and Childhood Studies/ Childhood Studies Major |

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| --- |
| Proposal |
|       The Department of Elementary Education and Childhood Studies proposes a new “Afterschool Professional” certificate program. “Afterschool” encompasses most organized out-of-school programming for school-age children (ages 4-18), including before-school hours, traditional afterschool programming, summer programs and weekend/vacation programs. Students completing the Childhood Studies Major will automatically complete this certificate program. It does not add any requirements to the degree program. The certificate will also be available to students in other majors at PSU and to non-degree students who wish to receive a credential for the Afterschool field. The certificate consists of 22 credits and includes 6 courses from the Elementary Education and Childhood Studies Department: Introduction to Childhood Studies (CD1000); Child Development (CD2300); Foundations of Diversity (CD2360); Children, Families and Society (CD3210); Creating Positive Learning Environments (CD3300); and Leadership and Advocacy (CD4000). |

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| --- |
| Justification |
|       The Afterschool field is growing and is in the midst of significant professionalization. The state of NH recently approved a system of afterschool credentialing that will allow programs and centers to more easily identify qualified candidates and that is designed to improve the quality of afterschool programming across the state. We designed this certificate program in consultation with representatives from the NH Afterschool Network, the NH Department of Education, and the NH Department of Health and Human Services who agreed this sequence of courses would meet licensing and credentialing standards in this state. There is currently only one other institution in NH offering a certificate for the Afterschool credential so we have identified this as an area of need for two reasons: 1) There is a documented need for coursework that satisfies the credentialing requirements in the state and currently the only way to gain an afterschool credential (except through one other institution) is to piece together coursework and experience and then apply to a state credentialing agent for individual approval. This program will streamline the process for those completing the certificate and make clear the courses offered by our department that will satisfy credentialing needs. 2) As the Afterschool field continues to professionalize, it becomes more difficult to obtain a job in the field without recognized credentials. Adding this certificate will give students completing the Childhood Studies Major an advantage as they enter the job market. They will have in hand a credential that afterschool programs across the state recognize as representative of core knowledge and competencies as well as a significant commitment to the field of Afterschool care. In addition, because the NH standards are based on a national set of competencies and knowledge, the certificate is likely to be accepted for a credential in other states that have adopted the same standards.As we move forward, the department has plans to make most, if not all, of the courses in this sequence available online which will make the certificate program even more marketable across the state. This certificate program will help us to recruit students for both the Childhood Studies Major and for the certificate itself. It is also feasible that students from other majors at PSU could complete this certificate in conjunction with their major, and be eligible for a wider variety of jobs. We recognize that 22 credits is a lot for a certificate. As a result, we plan to create a 1 credit Introduction to Afterschool course that would eventually replace the three credit Introduction to Childhood Studies course for students pursuing the certificate but not the major. (It would focus on the material from the Intro course that is relevant to the Afterschool field.) This course would make the certificate just 20 credits for non-majors which would bring it more in line with the credit load of similar certificates in NH and elsewhere. That, however, will come in a separate proposal. In the meantime, the certificate, as we propose it, is helping to fill a need across the state and will provide the department an additional recruiting tool to attract students to PSU and our department. |

|  |
| --- |
| Degree/Major/Option Affected/Required: Please Specify |
|      This is a proposal for a new certificate program. It does not actually change requirements in any existing degree or major program. There are no new courses or new sections proposed. We expect to fill seats in our current offerings. |

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| --- | --- | --- | --- |
| Will this affect other department(s)? | [ ]  Yes [x]  No | Department(s): |      All courses in the proposed sequence are offered by our department. |
| Will this affect General Education? | [ ]  Yes [x]  No | Specify: |       |

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| --- |
| Describe all communication with affected department(s) and/or General Education Committee: |
|      N/A |

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| --- |
| Curriculum Changes become effective with the next academic catalog (with certain rare exceptions).When should this change become effective? If other than next catalog, please justify. |
|      Next catalog is what we would like. |

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| --- |
| What provision is made for students currently enrolled in the program? |
|      No provisions necessary. Students enrolled in our program currently will be able to apply to the state for credentialing based on the courses they have taken even if they are not able to complete the certificate as outlined.  |

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| --- | --- |
| Will any requirements be waived? | No.      |
| (Note: A waiver does not reduce the total number of credits required for the degree.) |

|  |  |
| --- | --- |
| What term will be the last offering of any course(s) to be deleted? |      N/A |
| What course(s) may substitute: |      N/A |
| Justification: |
|       |

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| --- |
| **Library**: Please describe your consultation with the library (required).If significant additional resources will be necessary, please specify. |
|      We have notified our library Liaison, Gary McCool, of this change but it does not affect our need for library resources. |
| Library Consultant’s Signature: |  | Date: |       |

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| --- |
| **Technology**: if significant technological resources are necessary, please describe your consultation with ITS/LTOE. |
|      N/A |

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| --- |
| **Other**: Describe other resources that will be necessary. |
|      N/A |

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| --- |
| **Additional Cost**: Describe additional costs such as supplies, equipment, etc. if applicable. |
|      N/A |

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| --- |
| **Staffing**: Please check Yes or No for each and include number of credits. |
| DCE (Summer or Winterim only) | [ ]  Yes [x]  No |  |
| Present Staff | [x]  Yes [ ]  No | Release Time? | [ ]  Yes [x]  No | Release Credits |      0 | Overload? | [ ]  Yes [x]  No | Overload Credits |      0 |
| Additional staff? Explain: |
|      None needed. |

|  |  |  |  |
| --- | --- | --- | --- |
| Are students to be charged a special fee? | [ ]  Yes [x]  No | Specify: |       |
| Provost or V.P. for Finance Signature: |  |

|  |
| --- |
| **Provost**: Describe your consultation with the Provost (required): |
|      We have notified Provost Bernier of our proposal. |
| Provost Signature\*: |  |

|  |  |  |
| --- | --- | --- |
| Department Vote: | Council of Teacher Education Vote: | Curriculum Committee Vote: |
| 11      | In Favor |       | In Favor |  9     | In Favor |
| 0      | Opposed |       | Opposed |  0     | Opposed |
| 0      | Abstained |       | Abstained |  0     | Abstained |
| 0      | Absent |       | Absent | 2      | Absent |

|  |  |  |  |
| --- | --- | --- | --- |
| Department Chair or Program Chair: |  | Date: |       |
| Dean's Signature\* | Mears0001 (2) | Date: | 1-29-2013 |
| Council of Teacher Education Chair: |  | Date: |       |
| Curriculum Committee Chair: |  | Date: |       |

\*Changes to course titles or descriptions do not require Dean or Provost signatures.

\*Dean's signature required for curriculum additions.

**APPENDIX C**

**Proposal to Revise the Requirements for General Education Directions Courses**

\*\*DRAFT\*\* General Education Committee, Spring, 2013 \*\*DRAFT\*\*

The General Education Committee is considering revising the requirements for Directions courses in order to allow designated Directions courses to count toward a major. (Directions courses may already count toward minors). The current restriction is outlined in the following portions of the General Education Handbook:

"Academic Goal 4", page 2:

In keeping with the principle of integration, lower level General Education courses should be broader in scope than is typically the case with discipline-based courses designed to introduce students to a major and so should be separate from any major.

Point 2 under "Program Description", page 3:

Directions courses should be considered for General Education status on a course-by-course basis. They may not “double count” as part of any major. This decision was based on the philosophical position that breadth courses should be somewhat more integrative and more focused on relevance and application to students’ lives than introductory major courses are likely to be. These courses “belong” to departments; that is, they shall be proposed and taught by departments and carry discipline codes.

*Note: In the proposal below, “Programs” refers to any and all of the following: undergraduate Departments and the College of Business Administration.*

Specific points of this proposal:

1. Programs may apply for any 1000 or 2000-level course (a “Major's course”) to be designated as a Directions course. Such courses may be a part of degree requirements, and they will also be able to count toward the Directions requirements of the General Education Program, with some restrictions as outlined below.
	1. In order to obtain and keep their status as a General Education Directions course, these courses would be subject to the same application and review process as all other Directions courses.
	2. Departments may begin applying for Major's courses to be considered for status as a Directions course in the Fall 2013 semester. Such courses may be offered no earlier than Fall 2014.
	3. A particular major may only require up to three (3) Directions courses.
2. Departments may specify courses currently designated as Directions courses to count toward degree requirements. Such changes will need to be approved by the Curriculum Committee. In addition, the General Education Committee will need to be notified of the new status and requirements after approval by the Curriculum Committee.
3. Changes to course designations, degree requirements, General Education requirements, and Waivers will be effective in the 2014-2015 Academic Catalog.

ADDITIONAL CONSIDERATIONS:

The Gen Ed Committee seeks advice from the faculty on the proposal above and two related issues:

1. The current provision for Waiver of Directions allows some existing majors to eliminate the requirement for a single Direction component (2 courses in one category: Creative Thought, Past and Present, Self and Society, Scientific Inquiry). If the above proposal succeeds, this might create a situation where some students would only be required to take three Directions courses beyond their major. In light of this, should we:

A. Eliminate the current provision for waivers and sunset all existing approved waivers.

B. Eliminate the current provision for waivers, but allow existing waivers to remain as part of the program.

C. Keep the existing provision for waivers if the proposal above succeeds.

2. We note that if the proposal succeeds, students may naturally take more Directions courses within the department/discipline of their major. This would seem to work against one of the principles of Gen Ed, which seeks to broaden undergraduate education. With this in mind, should some provision be made that students take a minimum number of courses outside of their chosen major field of study? Such a proposal would be something like: All students will be required to take at least five (5) Directions courses that are not part of their degree requirements and that are outside of their major field of study.