

FACULTY MEETING AGENDA

Wednesday, December 2, 2015

3:35 PM – Heritage Commons

- I. Approval of the draft minutes** of the October 7, 2015 meeting.
(November 4, 2015 CANCELLED)
These minutes were distributed earlier and also with the agenda.

II. Reports

- A. Don Birx, President
- B. Julie Bernier, Provost and Vice President for Academic Affairs
- C. Lourdes Aviles-Bramer, Chair of Faculty Steering Committee — Update on Administrator Task Force schedule
- D. Stephanie Halter, Chair of Academic Affairs
1. Motion to the Registrar to remove priority registration for Plymouth Scholars, Presidential Scholars, Talent Grant, and Top Scholar students
 2. Academic Advising –Recommendation to implement proposal 2B from the Student Success Task Force. Review the report here <https://www.plymouth.edu/office/vpaa/files/2014/09/Student-Success-Task-Force-Final-Report.pdf>
- E. Hilary Swank, Chair of Curriculum Committee
(SEE ATTACHMENT)

III. Old Business

None

IV. New Business

- A. MOTION: Amend Faculty Bylaw Article XI Committees, Section 15, Women’s Studies Council
Meagan Shedd, Chair of Women’s Studies Council
(SEE ATTACHMENT)
- B. MOTION: To discontinue the B.S. in Biological Science Education (7-12) program.
Kerry Yurewicz, Chair of Biological Sciences
(SEE ATTACHMENT)
- C. DISCUSSION: ITS Compromised Accounts Policy <https://www.plymouth.edu/office/information-technology/files/2010/10/FIN-ITS-010-Compromised-Account.pdf>.
Robert Fitzpatrick, Lamson Library

V. Adjournment

ANNOUNCEMENTS will follow Adjournment.

Memorandum

To: Julie Bernier

From: The Academic Affairs Committee

CC: Academic Advising Center, faculty

Date: 11/16/2015

Subject: motion to act on proposal 2B from Student Success Taskforce final report

In mid-September the AAC was asked by Deb Tobine to discuss academic advising loads, as the issue of advising falls under our charge. The challenges the AAC discussed have been: large numbers of undergraduate advisees, heavy advising loads, and inequity across programs/majors in advising loads. With the large 1st year class and admissions goals for fall 2016, we also discussed how best to manage these heavy loads moving into the future.

To move this issue forward, the AAC is motioning that action proposal 2B, from the Student Success Taskforce (SST) final report, to hire three academic advising specialists to work with all first year students (except for all undeclared students which are currently being advised by University Studies Department advisers), be implemented prior to fall 2016.

Having looked at the data on advising loads across programs, we recognize that hiring three academic advising specialists will not fully resolve the issues of heavy advising loads for the departments with heavy loads (nursing, criminal justice, business, HHP). In sum, departments with extraordinarily large advising load should keep existing resources or expand existing resources as needed to provide the additional advising needs.

Additionally, it should be a long term goal of the university to make advising loads more equitable by equaling out the student to faculty ratio across programs (a rough estimate from September student data and website listings for fulltime faculty is 15:1 for CAS, 22:1 for CEHHS and 35:1 for COBA) or providing more resources (i.e. professional advisors) for the departments with average advising loads over 30 students (Nursing, CJ, COBA, HHP).

Lastly, we recommend examining policies on campus that support a culture of promoting excellence in advising. Cancelling all committee meetings during advising weeks, not scheduling major university events that faculty would be expected/want to participate in during advising weeks would all be possible solutions to supporting and promoting a healthy work-life balance and a community that supports quality advising.

Respectfully,

The Academic Affairs Committee

December Faculty Meeting Report from Curriculum Committee

The Curriculum Committee approved the following motions, which require notification of the full faculty:

October 16th, 2015:

- College of Business Administration:
 - Add Accounting option to the B.S. in Finance degree

November 20th, 2015:

- Early Childhood Studies Department:
 - Delete the Early Intervention Option and Certificate
- Languages and Linguistics Department
 - Delete the German Minor

Procedural Change

In an effort to streamline the curriculum change process, effective immediately, the committee will vote electronically on minor curriculum changes. Any proposal requiring only department approval/department chair signature and received by the meeting deadline will be considered in advance by the committee. If there are questions or concerns about the proposal, a representative will be invited to attend the meeting to answer questions. The committee chair will notify the department chair when a decision is made.

This is an experimental procedural change that the committee will reevaluate after the February 2016 meeting. Any necessary changes to the process will be relayed to the full faculty at that time.

The Curriculum Change Procedures document is available on the Faculty Governance site: <http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/>

- Need to change bylaws to reflect two changes
 - 1) change Adjunct to Teaching Lecturers; and
 - 2) change Director of S.A.G.E. Center to Coordinator of the Office of Community Development and Diversity:

The Women's Studies Council will be composed of at least five and no more than twelve faculty members; Adjunct and Contract faculty will serve one-year terms, and Tenure-Track and FIR faculty will serve three-year terms. Two student members will be elected by the Council and must be declared Women's Studies minors; they will serve one-year terms. The Chair of the council will serve a one-year term, and may also be elected to the Chair-elect position. The Chair-elect will serve a one-year term and then become Chair of the Council the following year. All terms are renewable by election by Council members. The Chair will notify full-faculty, adjuncts and declared Women's Studies minors of the opportunity to run for open seats to be filled at a meeting of the Council. The voting members of the Council elect new members. The Chair of the President's Commission on the Status of Women and the Director of the S.A.G.E. Center will be permanent, ex officio non-voting members of the Council, and the Library liaison will be a permanent voting ex officio member of the Council.

Comment [MS1]: Teaching lecturers

Comment [MS2]: Change to teaching lecturers

Comment [MS3]: Change to Coordinator of the Office of Community Development and Diversity

Use for all proposals except new courses and experimental courses. For new or experimental courses, use New Course Proposal form or Experimental Course form.

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| Department/Program | Biological Sciences |
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| Proposal |
| To discontinue the BS in Biological Science Education (7-12) program |

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| <p>Justification: <i>(Include justification to demonstrate that any curriculum changes align with the results of program reviews and Academic Plans)</i></p> <p>Serious concerns have been raised about this program for a number of years, including the following:</p> <ul style="list-style-type: none"> • Student success in completing this degree in four years has been very low – the degree has 123 required credits and zero free electives. The requirements are needed to ensure students have the skills and content coverage required for state certification, but they create extreme difficulty in terms of graduating in a timely fashion. In the data set provided for the URSA process, from 2006-2010 both the 4-year and 6-year graduation rates were 0%. • The small size of the program precludes a robust cohort experience for these students. For example, between 2010-2014 the number of students in this program ranged from 3-7 with an average of 5. • Because of the high number of required science courses and the small size of the program, students have not been receiving adequate training in education, and this has tended to come only toward the end of their degree. For example, after having continual low enrollment issues with BI 2010 (“Introduction to Science Education”, a lower-level course), we deleted that course and instead added ED3350 (“Classroom Planning Management and Organization for Middle and Secondary Educators”, an upper-level course) as a requirement (effective AY12-13). Doug Earick (who was serving as PSU’s Science Education Coordinator) advised our department in 2014 that the state has a requirement for early field experiences (i.e. in the 1st or 2nd year) for teaching students, and currently our students do not get this at all. This and the low number of education courses overall are problematic for this program. • With the recent loss of Doug Earick, it is unclear who would take on the responsibility of writing accreditation reports, a significant task especially in light of the small size of the program. <p>For all of these reasons, this program has not been serving students in an optimal manner and we lack the resources to do so within the context of a 4-year undergraduate program. (If this proposal is approved, our intent is to re-focus on the potential for a 4+1 pathway for students to earn an UG degree in biology and an MAT in a 5-year time frame).</p> |
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| <p>Program/s Affected: Please Specify</p> <p>BS in Biological Science Education (7-12). The degree also requires courses offered by the Departments of Atmospheric Science & Chemistry (ASC) and Elementary Education and Childhood Studies (EECS).</p> |
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| Will this affect General Education? | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | Specify: | |
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| <p>Describe all communication with affected department(s) and/or General Education Committee:</p> <p>The chairs of the departments of ASC and EECS (Sue Swope and Marianne True, respectively) were contacted to inform them of this proposal, since the degree includes required CH, PH, SE and ED courses. (Because of the small size of the program, it seems unlikely that its discontinuation would put any of the required CH, PH, SE or ED courses in jeopardy of low enrollment issues.)</p> |
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| <p>Curriculum Changes become effective with the next academic catalog (with certain rare exceptions). When should this change become effective? If later than the next catalog, please justify.</p> <p>Next academic catalog (2016-2017).</p> |
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| <p>What provision is made for students currently enrolled in the program?</p> <p>Students currently in the program must be allowed to complete the program. A query in Fall 2015 indicated 8 students in the program, two of whom are currently doing their student teaching (ED4420).</p> |
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Only one of the courses required for this program is limited to this major. For the courses not limited to the major, we do not anticipate that there will be any problem for students needing to enroll. For the one required course within the major (BI 4330, Science in Secondary Education), there is already a strategy in place to accommodate the small number of students needing the course – for the past several years this course has been offered concurrently with NS 5700 (Science Teaching in the Middle and High School), which is required within the MAT in Science Education program. As long as this arrangement can continue until the program is taught out, all the needed courses should be available to the remaining students.

We can also advise current students to consider switching to a B.S. in Biology and following that degree with an MAT in Science Education, since we believe that will better prepare them for careers as science teachers.

Will any requirements be waived?
(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? The BI 4330 course can be deleted after Spring 2019. If an arrangement can be made for BS in Bio Sci Ed students to be allowed to enroll in NS 5700 (see below), then BI 4330 could be deleted earlier.

What course(s) may substitute: NS 5700 (see below)

Justification: BI 4330 has been scheduled & taught concurrently with NS 5700 for the past several years (because there were not enough students to run BI 4330 on its own).

Library: Describe your consultation with the library liaison for your dept (Please include email communications w/ this proposal).
Will significant additional resources be necessary? Y N
Please specify additional resources needed.
Christin Chenard, the library liaison for Biological Sciences, was contacted to inform her of this proposal.

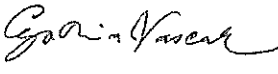

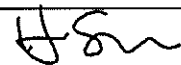
Technology: Describe your consultation with ITS Director of Client Services (Please include email communications w/ this proposal).
Will significant technological resources be needed? Y N
Please specify additional resources needed.
JoAnn Guilmett was contacted to inform her of this proposal.

Describe additional resources such as facilities, equipment, supplies, etc. if applicable.
n/a

Staffing: Will this change require additional teaching resources (e.g. overload, teaching lecturer)? Please explain:
n/a
Dean Comments/Justification regarding change, especially if change requires additional teaching resources:

| Department or Council Vote: | | Council of Educator Preparation Vote: | | Curriculum Committee Vote: | |
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| 8 | In Favor | 8 | In Favor | 7 | In Favor |
| 0 | Opposed | 2 | Opposed | 0 | Opposed |
| 0 | Abstained | 1 | Abstained | 0 | Abstained |
| 0 | Absent | | Absent | 3 | Absent |

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| Department Chair or COBA Director of Instruction: | <i>Kerayt Spruce</i> | Date: | 9-18-2015 |
| Council of Educator Preparation Chair: (if applicable) | <i>Megon L. Birch</i> | Date: | 10-19-2015 |

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| Dean Signature: <i>(Required only as indicated in Curriculum Committee Procedures Document)</i> |  | Date: | 11/2/15 |
| Provost Signature: <i>(Required only as indicated in Curriculum Committee Procedures Document)</i> |  | Date: | 11/2/15 |
| Undergraduate Curriculum Committee Chair: <i>(if applicable)</i> |  | Date: | 11/23/15 |
| Graduate Curriculum Committee Chair: <i>(if applicable)</i> | | Date: | |

* New degree programs must follow the PSU Program Approval Process: <http://www.plymouth.edu/office/vpaa/faculty/>