

**FACULTY MEETING AGENDA**

Wednesday, February 3, 2016

3:35 PM – Heritage Commons

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

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

**II. Reports**

A. Don Birx, President

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

C. Jim Hundrieser, Vice Present, Enrollment Management and Student Services – Job search for Assistant Vice President for Enrollment Management

D. Academic Technology and Online Education Committee – Robin DeRosa, Chair -- Update on IT Phishing and compromised accounts policy

E. Curriculum Committee – Hilary Swank, Chair (**see Attachment 1**)

**III. Old Business**

None

**IV. New Business**

1. Resolutions of the Standing Committees - None
2. Motion to amend the Faculty bylaws, Academic Technology and Online Education Committee, Article XI, Section 2a, Composition (Att.1) – Robin DeRosa **(see Attachment 2)**

**V. Adjournment**

**Announcements** will follow adjournment.

**Attachment 1**

**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.

**Attachment 2**

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