

PLYMOUTH STATE UNIVERSITY
FACULTY MEETING MINUTES
Wednesday, March 4, 2015
Newfound Room, Prospect Hall

The meeting was called to order at 3:40 p.m. with approximately 95 faculty in attendance.

The draft minutes of the Faculty Meeting of February 4, 2015 were accepted as submitted.

II. Reports

A. Sara Jayne Steen, President

The President's report was sent out electronically earlier today. In relation to the Operating Staff being offered % time reductions, Kate Donahue asked if there was precedent for faculty to offer to take a voluntary pay reduction, since OS salaries are the lowest and they are most affected. President Steen cited a recent vote by the faculty at New England College to do just that.

B. Julie Bernier, Provost and VPAA

The Provost's report was sent out electronically earlier today. There were no questions.

C. Alex Herbst, Student Body President (Attachment 1)

There were no questions for Alex.

D. Stephen Barba, Executive Director of University Relations and Janet Capaul, Executive Associate to the President: PSU Legislative Advocacy

Steve gave a history of the PSU Legislative Advocacy program. Simply put, a set of people was approached to see if they would be willing to communicate with NH Legislators and Committees, or to attend legislative meetings, to advocate for legislation that affects higher education in NH. This grass roots approach could be very effective. Since the 2009 unprecedented budget cut, efforts are ongoing to restore the 2009 level of funding back. USNH has currently identified about 50 bills in the legislature that have an effect on the individual campuses. Steve goes to hearings and shares his notes with the Advocacy group. If the 2009 level funding happens, there is hope for tuition freeze. NH is #50 in the US in providing support for higher education, and #1 in the US for the highest amount of student debt incurred for higher education. Janet reported that the first action of 2015 was asking for the group to contact the NH Governor's office prior to budget submission. She also shared that people who sign up for this group may conduct their advocacy anonymously or with their name attached.

E. Mary Cornish, Ann McClellan, Richard Grossman and Provost Bernier, for the URSA Task Force:

The Provost started with an overview of the Task Force and that they started with a main focus of planning for the FY16 budget, and then FY15 was short, and they had to take immediate action. The Planning Budget Leadership Group (PBLG) has been effectively planning our budgets for the last 7 years, but we needed to do something different – with broader participation from across campus. The URSA process will help to decide how our monies are allocated. There are 60 people in this group. Mary Cornish is chairing the 12-member Academic Review Sub-Committee. They have identified what our academic programs are, selected criteria, and are now working on metrics and questions. Ann McClellan is chairing the Communications Sub-

Committee. They are working on getting campus materials updated on the URSA website. This is the link to the site that they have created to post questions about URSA, which can be posted anonymously, if that is your preference: psu-ask-ursa@plymouth.edu. The first Town Hall Meeting to share information with the campus is scheduled for 3/24 3:30 in the Hage Room. Rich went over the 5 phases: 1) define, Feb-Mar; 2) measure, Mar-Jun; 3) collect/analyze, Jun-Sept; 4) develop and improve, Sep-Nov; and 5) report, Nov-Dec. URSA reps will be back to update the faculty each month. Question and answer period.

- F. Cathie LeBlanc, for the 4-Credit Model Task Force (Attachment 2)
The Task Force is not dis-banded. They will be continuing their work over the summer and plan to provide their final report in January 2016 – after URSA has completed its work.

III. Old Business (none)

IV. New Business

- A. Resolutions of the Standing Committees (none)
- B. MOTION: (Megan Birch, for the “Council of Educator Preparation,” formerly the “Council of Teacher Education,”) to amend the Faculty Bylaws Article X and Article XI, F, 4 as presented in Attachment 3.
Megan Birch made the motion. Seconded. Megan spoke to the motion. No discussion. A vote was taken. The motion was approved unanimously.
- C. MOTION: (Robyn Parker, for the Academic Technology and Online Education Committee) to amend the Faculty Bylaws Article XI, F, 2 as presented in Attachment 4.
Robyn Parker made the motion. Seconded. Robyn spoke to the motion. No discussion. A vote was taken. The motion was approved.
- D. MOTION: (Anne Jung-Mathews, for the Steering Committee) to amend the Faculty Bylaws Article XI, F, 1, 2, 3, 5, 8, 10, and 13 to change the title of “Associate Vice President for Undergraduate Studies” to “Associate Vice President for Academic Affairs.”
Anne Jung-Mathews made the motion. Seconded. No disc. A vote was taken. The motion was approved.
- E. MOTION: (Anne Jung-Mathews, for the Steering Committee) to amend the Faculty Bylaws Article XI, F, 2 to change the title of “Dean of the Frost School” to “Director of Continuing Education.”
Anne Jung-Mathews made the motion. Seconded. No discussion. A vote was taken. The motion was approved.
- F. MOTION: (Anne Jung-Mathews, for the Steering Committee) to amend the Faculty Bylaws Article XI, F, 9 to eliminate the Frost School Council.
Anne Jung-Mathews made the motion. Seconded. No discussion. A vote was taken. The motion was approved.
- G. MOTION: (Anne Jung-Mathews, for the Steering Committee) to amend the Faculty Bylaws Article XI, F to arrange the order of committees in the following manner:

1. Academic Affairs Committee
2. Academic Technology and Online Education Committee
3. Athletic Council
4. Council of Educator Preparation
5. Curriculum Committee
6. Faculty Welfare Committee
7. General Education Committee
8. Administrator Selection Task Forces
9. Faculty Fundraising Committee
10. First Year Seminar Coordinating Council
11. Grievance Resolution Committee
12. Honorary Degrees and Awards Committee
13. Honors Council
14. Humanities Council
15. Nominating and Balloting Committee
16. Women's Studies Council

Anne Jung-Mathews made the motion. Seconded. She explained that the first 7 groups on the list are principle-policy making; the rest are not. No discussion. A vote was taken. The motion was approved.

V. Announcements

- The next Sidore Lecture is next Monday, March 9, 7:00 pm in Smith Recital Hall. Toyin Falola will speak on Convention, Culture, and Corruption: Democracy in Africa.
- The Geography Club is selling t-shirts to PSU alums so that they can wear the shirt and take a picture showing "where in the world" they are and send the picture to PSU.
- The Student Showcase of Excellence online portal is active for students to sign up. All students are invited to participate. This year's Showcase will be more interactive – not just posters. Please encourage your students to sign up
- Relay for Life event on Mary Lyon lawn, April 17. Last year over \$10,000 was raised.
- Thanks to the Undergraduate Studies Office for this month's S-O-S basket -- raised \$120 this month.

VI. Adjournment

Motion to adjourn at 4:53 pm. Seconded. Approved.

The winner of the S-O-S basket is Christin Chenard.

Attachment 1

Plymouth State Student Government Interim Report to Constituencies – Fall 2014

Student Senate

Senate approved Constitutional changes in order to better reflect our student leadership and created a new Recruitment Committee to assist in the recruiting and maintaining of student senators. In addition, Senate has seen major transitions this year in its leadership, electing a new Treasurer in our first meetings, the Speaker-Elect taking on the role of Speaker, electing a new Vice President of Judicial, and a new advisor. Recruitment is underway for new general members as well as students to fill the Speaker Elect, Parliamentarian, and Secretary positions.

Major programming this semester from Senate include a weeklong series of events for Election Week to educate students about local and national elections and successfully assisted students to and from the polls on Election Day. A "Pie-A-Senator" program was held to give students a chance to interact with their senators and discuss issues.

Senate has worked with administration to approve student fees for the 2015-2016 academic year and with members of Residential Life to communicate student concerns about housing and work with them to come up with solutions that will take everyone's concerns into consideration. Senate funded \$14,200 to PSU students and organizations to attend and plan various local, regional, and national conferences.

- Music Teachers National Association hosted approx. 75 students, staff and guests for a full day on campus conference here at PSU.
- Model UN will be bringing 8 students to Peru for the International Model UN Conference
- Outdoor Center brought 4 students to conference for leadership training
- Spring Fling brought 3 students to a national conference in CT
- Dance Team brought 10 students to conference in Boston for enhancement and new routines
- American Choral Directors Association is bringing 8 students to a national conference in Salt Lake City
- 1 Global Ambassador student is attending an International Education Conference

Student Body Officers

The Student Body Officers elected in a new Vice President to begin the semester via the fall election cycle. The group also organized Sex Bingo, an event to provide information and awareness about safe sex, consent, and sexually transmitted infections, in conjunction with the former Wellness Center.

Class Officers

The class officers, divided into their four respective class boards, all accomplished great tasks in the fall semester.

The Senior Class Officers began planning their spring events ahead of their graduation ceremonies. They communicated frequently with the administration about the location and setup of graduation throughout the fall semester, and will continue these communications through the spring. The group also worked to raise money for the senior class events by selling their PSU rally towels and Plymouth State bucket list t-shirts. Finally, the class founded the Class of 2015 Scholarship, a fund for student scholarships for years to come.

The Junior Class Officers have been working to develop fundraisers for their class ahead of their senior year, and will be working closely with the Senior Class Officers in the spring to be best prepared for the responsibilities of the next year.

The Sophomore Class Officers have continued their efforts to sell their apparel, including long sleeve shirts. All class apparel is available in the Student Government Office. The First Year Class Officers were inaugurated in September, with a President and Vice President being elected into positions. The officers quickly worked to understand their new responsibilities, including finding an advisor, creating a fundraiser, and working to get their name out around Halloween.

Committees

Student Life Committee, along with the Senate Treasurer, successfully implemented the "ski package" student vote process and assisted in negotiating the contract with our new partner Waterville Valley for the 2014-2015 season. Planning has begun on Ski Day 2015.

Judicial Committee, along with the Office of Student Activities, has assisted the forming and approved three new student organizations on campus: Golf Club, Tennis Club, and the American Chemical Society and is currently working with 5 other organizations that are in the planning stages. Finance Committee is currently working on rewording and simplifying the allocation and CEA request process for the coming semester and year. The Treasurer has begun meeting with the larger student organizations to assist in budget planning and implementation for the coming year. The Finance Committee, lead by the student treasurer has also spent the semester tightening budgets and looking for cost savings measures in an effort to make better use of student funds.

Traditions Committee has worked with the Student Body President and Vice President to create more pride at all of our athletic games including t-shirt sales, social media blitz, and contests at various games. These initiatives will continue into the spring semester. The Communications Committee has implemented Quick Video Recaps of meetings that will be uploaded to YouTube each week in order to be able to quickly update constituents on topics covered in meetings.

The Student Senate also founded a Recruitment Committee this semester by resolution. The committee is tasked with managing the recruitment and retention process of membership, including annual elections and yearlong efforts. The committee is currently developing plans for recruiting and retaining members long term.

Future Work

Senate is currently planning Town Hall style meetings that will let students have a direct voice with various administration and department directors. The first planned Town Hall is scheduled for February 2015.

The Student Government as a whole will be working together to build the SGA Spring Elections to be the biggest elections in recent memory. The elections will be fully online, allowing students to be able to vote from any location, including on their mobile devices. The efforts will be led by the Recruitment Committee, who will be looking to partner with other student organizations and campus departments for this event.

The Student Body President is working to create two working groups, the Student Government Leadership Group (SGLG) and the Student Leadership Group (SLG). More information on their composition and purpose will be and by-laws to be most up to date.

Forthcoming

The Student Senate will also be working toward refining their new member orientation process in the spring semester, while updating their constitution.

Attachment 2

Report from the 4-Credit Task Force

During the fall semester of 2014, the 4-Credit Task Force met regularly in an attempt to identify the possible impacts of moving to a 4-credit system. This work included but was not limited to, analyzing the reports of the previous task force, searching for empirical data, predicting the effects on the general education program, developing possible schedules, and analyzing major programs under the model. While this work was illuminating, it was not entirely decisive. That is, the potential benefits and detriments of the change were largely those identified by the previous task force, and the current task force was unable to identify any university that kept data about their transition to a 4-credit system. With this shortcoming, it seemed unlikely that the work of the 4-Credit Task Force would influence the decisions of individual faculty members.

At the end of the fall 2014 semester, the 4-Credit Task Force elected to delay meeting until after the task force members had an opportunity to discuss the change to a 4-credit model with the consultants for the University Review and Strategic Allocation (URSA) Task Force. It was the opinion of the consultants that all work on the transition to a 4-credit program should wait until after the reprioritization process to ensure that no efforts were wasted on transitioning programs to 4 credits without knowing the full impacts of the reprioritization and because the URSA process requires a significant amount of faculty and other staff time to complete.

Some members of the 4-Credit Task Force feared that under the current university climate of uncertainty, faculty would cast their vote concerning the move to a 4-credit model on matters other than the merits of the model. That is, some faculty might vote against the change not because they were against the 4-credit model, but because they couldn't support it when the university has more pressing matters to attend to.

For these reasons, the 4-Credit Task Force has voted 6-2 to suspend its operations until the URSA process has prioritized the University's programs. We expect that the prioritization work to be complete in January 2016 and we will resume our work at that time.

Attachment 3

Council of Educator Preparation

a. Composition:

The Council of Educator Preparation consists of one representative from all programs within the Unit (see Note 1). If a representative is responsible for multiple programs, they will represent those programs with one vote (Appendix A).

Representatives from programs within the Unit (Appendix B) offering an initial educator preparation certification, other school personnel, or professional development programs for practicing educators should be qualified to teach the content methodology within the discipline and/or should supervise student teachers/interns. ~~Representatives are selected by their respective departments/programs for three (3) year terms.~~ Representatives should be active members of an educator preparation program with preference given to full-time faculty within the program. Departments/programs will select their own Representatives to the Council.

The undergraduate student representative must be a student in an initial educator preparation program and not currently involved in ~~student teaching~~ an internship. The undergraduate student is recommended by program faculty to the Chair of the Council of Educator Preparation and is selected by the Council members. ~~The undergraduate student representative is elected at the beginning of the academic year by the Student Senate for a one (1) academic year term.~~ The graduate student representative should be a student within the Educational Unit (Appendix B). The graduate student is recommended by program faculty to the Director of Educator Preparation at the beginning of the academic year for a one-year term and is selected by the Council members.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one (1) year, non-renewable term. This member shall be selected from a pool of faculty with not more than five (5) years service at PSU. The non-voting faculty member shall be held to the same selection criteria as the voting members.

The Director of Educator Preparation shall serve as the Chair of the Council of Educator Preparation, as long as the Director of Educator Preparation is a faculty member. Should the Director of Educator Preparation not be a faculty member, the chair of the council will be elected from among the voting faculty members on the council.

The Council of Educator Preparation is considered a Principal Policy-Making Committee under Article X of the Faculty Bylaws.

Quorum – A quorum will exist when 50 percent plus one of the voting membership are in attendance.

b. Function:

1) The Council of Educator Preparation is responsible for the ~~development, administration, oversight of education preparation programs and their alignment with state and national standards. revision, and evaluation of all programs within the Educational Unit~~ (Appendix B). The Council is responsible for the dissemination and periodic assessment of the Conceptual Framework for Educator Preparation (see Note 2). The Graduate Hallmarks are the Theoretical Framework of the Advanced

Programs and Other School Personnel and are reviewed by graduate faculty coordinators (see Note 3). The Council receives input from faculty, initial educator preparation candidates, candidates within the Advanced programs (other school personnel and professional development for practicing teachers), public school professionals, professional advisory boards, and professional associations. These responsibilities are in accordance with the standards of the ~~National Council for Accreditation of Educator Preparation (NCATE)~~ Council for the Accreditation of Educator Preparation (CAEP) and certification standards for educational personnel in New Hampshire.

(2) The Council of Educator Preparation will meet regularly with advisory bodies to discuss issues in the field and will work collaboratively with these bodies to ensure the high quality of preparation for initial educator programs, other school personnel, and professional development for practicing teachers.

(3) Curriculum changes.

3a. Any curriculum change in undergraduate or graduate Educator Preparation programs (including Initial Teacher Preparation, Other School Personnel, and Professional Development for Practicing Educator programs) that is a substantive change shall be presented to the Council ~~must be presented to the Council~~ for its approval before being presented to the respective Curriculum Committee. Substantive changes include:

1.) new programs;

2.) changes in courses or programs that impact other programs within the Unit.

3b. To ensure that the curriculum change requested is not a substantive change, programs in Educator Preparation must present the proposal to the Director of Educator Preparation for review. The approval of the Director of Educator Preparation indicates that the curriculum change does not require a vote by the CEP. Proposals that represent a substantive curriculum change shall be placed on the CEP agenda for approval.

(4) The Council of Educator Preparation By-Laws will be reviewed yearly (during the spring semester) to insure proper membership representation of all programs within the Unit.

[Amended 12-2-92, 12-7-94, 5-1-02, 12-3-03, 3-2-05, 3/07, 11/09, 4/12]

Note 1: As of 3/11 the Unit consists of 47 programs encompassing the following: 1) initial educator preparation; 2) other school personnel; and 3) professional development for practicing educators.

Note 2: The Conceptual Framework (CHECK) is utilized by undergraduate Initial Educator Preparation Programs.

Note 3: The Graduate Hallmarks (leadership and advocacy, scholarship and action, reflection and innovation, professionalism and service, and global awareness and social responsibility) are the theoretical framework utilized by the Advanced Programs including other school personnel and professional development of educators.

Attachment 4

a. Composition:

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