

**FACULTY MEETING AGENDA**

October 5, 2016

3:35 PM

Heritage Commons, Samuel Reed Hall Building

Meeting called to order

- I. Acceptance of the draft minutes** of the September 7, 2016 meeting.  
*(Sent as email file attachment)*
- II. Reports**
  - A. President  
*(distributed via email, available to answer questions during the meeting)*
  - B. Academic Deans  
*(distributed via email, available to answer questions during the meeting)*
  - C. Principal Policy Making Committees  
*(short reports from the General Education, Academic Affairs, Curriculum, and Academic Technology committees included as attachments, committee chairs available to answer questions during the meeting)*
- III. Old Business**

None
- IV. New Business**
  - A. **Resolutions of Standing Committees**

None
  - B. **Other New Business**
    1. **Motion to amend the Faculty Bylaws** submitted by the Faculty Bylaws Task Force and the Faculty Steering Committee

Add the following as the second paragraph of Article VI:

Meetings will be moderated by the Faculty Speaker. The Speaker-Elect will moderate the meeting in the absence of the Faculty Speaker. A volunteer from the Faculty Steering Committee (See Article IX) will moderate the meeting in the absence of both the Speaker and Speaker-Elect.

AND add a reference to Article VI in article IV.A.I

The beginning of Article VI now reads (new language underlined):

Regular meetings of the faculty shall be held at the call of the Speaker of the Faculty, at a minimum, on the first Wednesday of the first and last months of each semester; more meetings shall be called as needed. A quorum for a regular Faculty Meeting shall be the number present.

Meetings will be moderated by the Faculty Speaker. The Speaker-Elect will moderate the meeting in the absence of the Faculty Speaker. A volunteer from the Faculty Steering Committee (See Article X) will moderate the meeting in the absence of both the Speaker and Speaker-Elect.

Ordinarily, the reports to...

Article IV.A.1 now reads as follows: (new language underlined)

The Faculty Speaker-Elect shall be chosen by a ballot at the regular annual faculty elections. The Speaker-Elect shall assist the current Faculty Speaker and will moderate regular faculty meetings (See Article VI) or Faculty Forums in the absence of the Faculty Speaker. The following year, the Speaker-Elect shall become Faculty Speaker and a new Speaker-Elect will be chosen.

*Note for this and the next two motions: A motion to amend Faculty Bylaws requires a 2/3 majority to pass.*

2. **Motion to amend the Faculty Bylaws** submitted by the Faculty Bylaws Task Force and the Faculty Steering Committee

Add the following language to Article IX.A:

In the absence of a Speaker-Elect, the Faculty Speaker will chair the Steering Committee.

Article IX.A now reads (new language underlined)

The Steering Committee shall be chaired by the Faculty Speaker-Elect and shall be comprised of the chairs of the Principal Policy-Making Committees (as described in Article X), as well as the Faculty Speaker. In the absence of a Speaker-Elect, the Faculty Speaker will chair the Steering Committee.

3. **Motion to amend the Faculty Bylaws** submitted by the Faculty Bylaws Task Force and the Faculty Steering Committee

Add Article IV.A.7

IV.A.7 - In the absence of a Speaker Elect, and with a 2/3 majority vote of support from the faculty during the April faculty meeting, the current Speaker can serve an additional year in the same position with the assistance of a newly elected Speaker-Elect.

4. **Discussion topic** submitted by faculty member Paul Mrocza

**Topic:** Thanksgiving break

Paul would like “to open a discussion regarding changing our Thanksgiving Recess calendar so that, like many schools, we no longer take the former Columbus Day or Veteran's Day off and, instead, add those holidays into Thanksgiving and take a full week for Thanksgiving.”

*Note for this and the next discussion topic: The Faculty Steering Committee has advised to put a time limit of half an hour on conversation topics. The conversation can continue with a motion to override the time limit. On the other hand, the conversation can be stopped before the half hour limit with a motion to stop the discussion.*

5. **Discussion topic** submitted by faculty member Liz Ahl

**Topic:** Curriculum initiatives outside governance

Liz would like to open a discussion related to “the seeming lack of transparency and accountability in curriculum work currently being done largely outside governance channels”

## **VI. Adjournment**

(Announcements and Faculty Scholarship Fund raffle will immediately follow the end of the meeting)

### **Report from the General Education Committee**

*(submitted by Wendy Palmquist, committee chair)*

The Gen Ed committee is involved in the discussions with guides about FYS and Gen Ed. In my report to the faculty meeting for next week I will be explaining that. Last summer Mark Fischler invited the Gen Ed Committee and some Guides to meet with him about the President's ideas on FYS Gen Ed. He is still the Coordinator of FYS. That meeting occurred, and out of that came a working group on FYS with Gen Ed members and Guides that began meeting bimonthly. At the first meeting of the Gen Ed Committee in September it was decided that a sub-group of the Gen Ed committee would meet with Guides also, to form another working group on Gen Ed as a whole. Both working groups include individuals who were on the Gen Ed Task Force last year (and are now on the Gen Ed Committee). At our last meeting this Monday the same group of Guides as is on the FYS working group joined the Gen Ed working group. It appears the President has invited the Gen Ed Committee as a whole to hear his ideas on themed Gen Ed. As a longtime advocate for Faculty Governance, I fully intend to be sure Faculty Governance rules are followed, that changes go through the Gen Ed committee and the Curriculum Committee!

### **Report from the Academic Technology and Online Education Committee**

*(submitted by Lynn Johnson, committee chair)*

ATOEC Committee Report:

A reminder to all faculty that there are two technology funding opportunities available:

**Technology Innovation Project:** ATOEC is inviting proposals to support innovative projects that advance how we think about and use technology to enhance student learning and the student experience. Applications for Technology Innovation Projects are reviewed monthly during the Fall and Spring Semesters. Projects applications are due on the 15<sup>th</sup> of the month for review by the committee at its next monthly meeting.

**New or Modification to a Technology-Enhanced Space:** In the Spring of each year, ATOEC reviews the usage of existing Technology-Enhanced Learning Spaces in order to determine priorities for upgrades and changes to those spaces, and to determine which new spaces, if any, should be created.

Proposals for upgrades and changes to existing Technology Enhanced Learning Spaces, requiring significant budgetary resources, are due on February 15<sup>th</sup> annually for a scheduled implantation in the Summer of the following academic year.

Additional information regarding either of these funding opportunities can be found at:

<https://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/academic-technology-and-online-education-committee/proposals-to-atoec/>

### **Report from the Academic Affairs Committee**

*(submitted by Anne Jung-Matthews, committee chair)*

The Academic Affairs Committee met on September 19<sup>th</sup>. Members discussed changes to Academic Affairs and how it affects policies such as academic probation and academic integrity. Two work groups were formed: one will study committee bylaws as requested by the Faculty Speaker. The second will recommend immediate factual changes to the catalog that are needed given the Academic Affairs reorganization.

The committee will meet again October 17<sup>th</sup>. The academic integrity policy and advising are among the other topics to be investigated this year.

**Report from the Curriculum Committee**  
(submitted by Hilary Swank, committee chair)

Dear Faculty,

I will be serving as chair of the Curriculum Committee again this year and wanted to be in touch about meeting days/times, submission deadlines, and procedures. Please don't hesitate to contact me with any questions or concerns about the committee generally or about specific proposals you wish to bring before the committee.

Curriculum Committee meetings this academic year will be as follows, all at 2:30 on 3<sup>rd</sup> Fridays in HUB 119:

October 21<sup>st</sup>  
November 18<sup>th</sup>  
December 16<sup>th</sup>  
February 17<sup>th</sup>  
March 17<sup>th</sup>  
April 21<sup>st</sup>  
May 19<sup>th</sup>

The committee will be voting electronically on all proposals. Only those proposals requiring discussion (as determined by committee members) will be voted on in-person at committee meetings.

Proposals will be collected and sent out for electronic votes after each of the following deadlines:

October 12<sup>th</sup>  
October 26<sup>th</sup>  
November 9<sup>th</sup>  
November 21<sup>st</sup> (Monday, not Wednesday because of Thanksgiving Holiday)  
December 7<sup>th</sup>  
February 8<sup>th</sup> **CATALOG DEADLINE** for proposals needing approval beyond departments.  
February 22<sup>nd</sup> **CATALOG DEADLINE** for changes needing only department approval.  
March 8<sup>th</sup>  
April 12<sup>th</sup>  
April 26<sup>th</sup>  
May 10<sup>th</sup>

Please submit one electronic file (PDF) of all **complete** materials (with appropriate required signatures, recorded votes, etc.) for each proposal to [hkswank@plymouth.edu](mailto:hkswank@plymouth.edu) by the deadline indicated. When your department has one or more items on the agenda, I will inform the department chair if there are questions and if a representative will need to attend the meeting.

Course proposal forms are available here:

<http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/>

\*\*\*These forms will continue to be updated as we adjust to the new administrative structure so please retrieve the most up-to-date forms from the link above instead of recycling proposal forms stored on your desktop.\*\*\*

The syllabus checklist can be found at the link below. *There is a new ADA statement, sent to all faculty by David Zehr that must be used.* The checklist has not yet been updated to account for the new statement.

<https://www.plymouth.edu/committee/faculty/files/2010/08/PSU-Syllabus-checklist-Appvd-06Feb2012.pdf>

There are two useful documents that will help you as you prepare proposals. The first is the Curriculum Change Procedures document and the second is the 2016 Curriculum Guide. They are both available at the following link:

<http://www.plymouth.edu/committee/faculty/faculty-committees-and-appointed-groups/curriculum/forms-and-documents/>

Please make sure any new or revised course syllabi attend to all items on the list. Syllabi which do not include the items on this checklist will be returned for revision/completion. Most syllabi we see at present already include most if not all of these items – it is not an onerous checklist. If you have any questions about any of the items on this list, please send them to me.

With electronic voting, the committee hopes to have more time during monthly meetings to discuss general curricular matters related to the four credit model, clusters, and changes to general education.

Thank you.

-Hilary K. Swank