

FACULTY MEETING AGENDA

April 5, 2017

3:35 PM

Heritage Commons, Samuel Reed Hall Building

Meeting called to order

- I. Acceptance of the draft minutes** of the March meeting.
(The minutes were sent in a separate email together with other agenda attachments)

- II. Reports**
 - A. President
(The report has been distributed via email)
 - B. Academic Deans
(The report has been distributed via email)
 - C. Principal Policy Making Committees
(Committee reports from Academic Affairs, General Education, Curriculum and Academic Technology and Online Education were included in a separate email with other agenda attachments. All committee chairs will be available to answer questions during the meeting.)
 - B. Athletic Council
Ryenne Carmichael, chair
(There will be a short in-person report. Supporting document was included in a separate email with other agenda attachments: Faculty Mentor Program)
 - ~~B. Advancement Office— POSTPONED until May
Paula Lee Hobson, VP for University Advancement
(The Advancement Office would like to present the new Plymouth State Ad. VP Hobson or a representative will be available to answer questions)~~

- III. Old Business**

None

- IV. New Business**
 - A. Resolutions of Standing Committees**

None

 - B. Other New Business**
 1. **Motion** submitted by student Daniel Spearman via the Diversity Inclusion Working Group and the Peace and Social Justice Studies Council

Faculty members in the Diversity Inclusion Working Group and the Peace and Social Justice Student Studies Council move that the Plymouth State faculty support the resolution to recognize Indigenous Peoples Day at Plymouth State University

Presented by faculty members Robin DeRosa (Director of Interdisciplinary Studies) and Kathleen Herzig (Psychology program faculty)

(This resolution has been passed by the Student Senate and is being submitted to all campus constituencies for vote. It will also be brought to the President's Cabinet by a group of its members. The text was attached to a separate email together with other agenda attachments: Indigenous Peoples Day resolution)

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

The Faculty Steering Committee and the Faculty Bylaws Task Force move that the committee description for the Administrator Evaluation Task Force (Article XI.D.8) be updated with the proposed language.

Presented by faculty member Anne Jung-Matthews on behalf of the Steering Committee.

(A detailed rationale of the specifics of the proposed language is included at the end of this agenda 5 as well as attached to a separate email with other agenda supporting documents. The reason for doing this update right away is that a handful of VP-level searches will be set in motion in the near future, and clear guidance about faculty participation is needed. It is also necessary to include new language to address the fact that few of the positions listed in the current committee function exist or are named the same.)

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

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

The Faculty Steering Committee and the Faculty Bylaws Task Force move that the committee compositions for the Academic Technology and Online Education (Article XI.D.2.a), the General Education Committee (Article XI.D.7.a), and the Women's Studies Council (Article XI.D.15.a) be updated with the proposed language.

(current and proposed language are included at the end of this agenda on pages 6-7)

Presented by faculty member Anne Jung-Matthews on behalf of the Steering Committee. The changes have been approved by each individual committee and representatives from each of the committees will be available to answer questions.

(These are all considered by the Faculty Steering Committee as minor and/or necessary changes to reflect changes within the University and to better reflect the practices and serve the needs of each of the committees.)

4. **Motion** submitted by the General Education Committee

To change in the General Education Handbook in the section discussing Connections whenever the phrase “3 credits” or “three credits” appears to read “at least 3 credits.”

Presented by Wendy Palmquist, chair of the General Education Committee)

5. **Discussion** about the future of the Faculty Welfare Committee, submitted by the Faculty Steering Committee

“We seek feedback about the role and composition of the Faculty Welfare Committee taking into account that the committee has been mostly inactive for about three years and a future where the tenured and tenure track faculty members will have a union contract, but other full time faculty that are part of the Plymouth State Faculty are not included in this union. Our idea is to revamp the committee to serve the needs of contract, clinical, research, teaching and any other full time faculty that will not be under contract”

(The current description of the Faculty Welfare Committee in the Faculty Bylaws (XI.D.6) is included at the end of this document on page 8.)

(Note for this and the next discussion item: given time constraints, we will be limiting discussion to no more than 15 minutes, unless there is a vote on the floor to continue discussion)

6. **Discussion** about block scheduling, submitted by faculty member Dennis Machnik

Adjournment

Announcements

Announcements from the faculty speaker:

- The May faculty meeting will have, not only the traditional three teaching awards, but also the faculty scholarship and research awards.
- Election results have been announced earlier today (or will be announced at the end of the meeting, whichever appropriate). Thank you to all who volunteered.
- I will be seeking volunteers to fill vacant spots after the elections wrapup. Please let me know if you would like to fill a spot. I am especially interested in contract, clinical, research, etc., faculty to volunteer for the welfare committee (regardless of what gets voted for the committee’s future)

Other announcements submitted for inclusion with the agenda:

- Stormy Weather, an April vacation theater camp resulting from a collaboration between the disciplines of meteorology, elementary education and theater, is coming soon! This is a cluster project sponsored by the Arts and Technologies cluster. (continues next page...)

- Parents, please sign up your 8-13 year old children (signup is at Plymouth Parks and Rec). The camp runs during April vacation (April 24-28, 9am-3:30pm) Registration is open. For more details ask Lourdes or Trish for a flyer.
- Everyone, please join us for the performance at the Flying Monkey on Friday, April 28 at 7pm.
- Lavender Graduation will be held on May 2 in Heritage Commons at 4:30 PM. (Lavender graduation celebrates the achievements of LGBTQ and allied graduates through the lens of their identity across the spectrum of sexual orientation, gender identity and/or gender expression. Please save the date!)

More announcements from meeting attendees after adjournment.

Faculty Scholarship Fund raffle

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## **Administrator Selection Task Force description update in the Faculty Bylaws**

*Attachment for Motion 2*

### **Proposed Language**

#### **8. Administrator Selection Task Forces**

##### a. Composition

The appropriate makeup of administrator selection task forces will be determined on a case by case basis in consultation with the Office of Human Resources, the administration, and the University divisions or departments affected by each specific search.

The Faculty Steering Committee will appoint members from among volunteers or call a special election to choose faculty representatives for each search. The number of faculty will match at least the number needed to represent the largest constituency in the task force.

Each task force will include a general representative from both the Professional, Administrative and Technical (PAT) staff and the Operating Staff (OS) constituencies (elected following their respective bylaws) and potentially other representatives from the staff in the appropriate department or office. Other constituencies such as the Student Senate and Teaching Lecturers will also be invited to choose a member representative to the task force.

##### b. Function

Administration Selection Task Forces will be formed by the Faculty Steering Committee for all searches of personnel at the President's Cabinet level.

Members of selection task forces will follow appropriate Plymouth State University Human Resources guidelines to conduct each search. Tasks might vary but will include reviewing applications, choosing and interviewing candidates, and finally making informed recommendations to the President or designated principal administrator.

Presidential searches are conducted by the USNH Board of Trustees, who will consult with the Faculty Steering Committee on the selection of faculty representatives to serve on the search committee.

### **RATIONALE**

The updated language seeks to address three aspects. 1. Titles of administrators have changed over the years (many have changed several times). All the positions listed in the old language were members of the President's Cabinet and all members of the Cabinet were listed, so general language produces the same results and is unlikely to be outdated as easily. 2. The number of faculty required to always have a majority became cumbersome at times, causing committees with 10 to 15 members. The updated language still respects the right of the faculty to have a significant say in these matters but with more realistic numbers (both in the expected number of available volunteers to serve and the committee size staying manageable). For small committees, this change does not much of a difference. 3. The PAT and OS constituencies have asked the faculty to please be more explicit about our acknowledgement and expectation to participate in administrator searches. The main points of this update were sent to the faculty for comment via email by the speaker several weeks ago. Please note that even though the language is completely different, the only real change is the number of faculty needed for each search. The part about the search committees making recommendations to the administration (instead of having the last say) is how these searches have been conducted for years, but it was never acknowledged in our bylaws.

### **Current Language**

#### **8. Administrator Selection Task Forces**

a. Composition:

Elected faculty members should comprise the majority of most Administrator Selection Task Forces. The Steering Committee shall consult with the administration, as well as representatives of the Student Senate, P.A.T. Senate, and O.S. Senate, to determine the appropriate composition for each task force. All faculty members of the Task Force must be elected by the faculty. Faculty members shall be elected to serve for the duration of the Task Force as specified by the Steering Committee.

*[amended 2-4-09]*

b. Function:

The Steering Committee shall call a special election to create a Task Force to search for each of the following positions as needed:

- (1) Provost & Vice President for Academic Affairs
- (2) Vice President for Financial Affairs
- (3) Vice President for Student Affairs
- (4) Executive Director of University Relations
- (5) Associate Vice President for Academic Affairs
- (6) Associate Vice President for Graduate Studies
- (7) Dean of Students
- (8) Senior Associate Director of Admissions
- (9) Chief Information Officer
- (10) Academic Deans (such as the Director of Continuing Education, the Dean of Undergraduate Studies, the Dean of the Academic Experience)

Each Task Force shall follow Human Resources guidelines for searches.

For Presidential searches, the USNH Trustees shall consult with the Steering Committee to elect faculty members to the search committee.

*[as Administrator Selection Committee amended 3-2-94, 5-4-94, and 12-03-03; name changed and content amended 2-7-07]*

## Committee description updates in the Faculty Bylaws

*For Motion 3*

Article XI – Committees

### **2. Academic Technology and Online Education Committee**

a. Composition:

CURRENT (deleted language crossed out, some of it is replaced below):

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), Director of Continuing Education, 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.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years of service at PSU. ~~The Chair of the Academic Technology and Online Education Committee, or his/her designee, shall serve as an ex-officio member of the Planning/Budget Leadership Group (PBLG) and the Executive Steering Committee for Information Systems (ESC-IS).~~ The Chair of the Academic Technology and Online Education Committee serves on the University Steering Committee.

PROPOSED CHANGES (New language is marked in red):

*Eight faculty members elected by the faculty for staggered three-year terms and three students (one of whom shall be a member of the **Student Senate**) shall be voting members of the committee. **Additional voting members shall include the Director of Client Services and Academic Technologies, the Assistant Vice President & Chief Information Officer of Information Technologies, and an Academic Affairs Officer. The Director of the Applications & Development (A&D) Team will serve as a non-voting member. The Chair may request others to serve as non-voting members for full or half year renewable terms based on the needs of the committee. The committee elects its own chair who shall be a faculty member.***

*In addition, the Faculty Speaker shall appoint an additional faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with no more than five years of service at PSU. **The Chair of the Academic Technology and Online Education Committee serves on the University Steering Committee***

### **7. General Education Committee**

a. Composition: (only the first paragraph being updated)

CURRENT (deleted language crossed out, some of it is replaced below):

~~The Associate Vice President for Academic Affairs, two students selected by the Student Senate, the Director of Curriculum Support, and six elected faculty members. All elected faculty members must be from different departments.~~

PROPOSED CHANGE (New language is marked in red):

***A Principal Academic Affairs Officer or Designee (voting), two students selected by the Student Senate, Registrar Designee (non-voting), and six elected faculty members. All elected faculty members must be from different departments.***

## 15. Women's Studies Council

### a. Composition: (only the first paragraph being updated)

CURRENT (deleted language crossed out, some of it is replaced below):

The Women's Studies Council will be composed of at least five and no more than twelve faculty members; Teaching lecturers 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, teaching lecturers 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 Coordinator of the Office of Community Development and Diversity~~ 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.

PROPOSED CHANGES: (New language is marked in red):

The Women's Studies Council will be composed of at least five and no more than twelve faculty members; Teaching lecturers and Contract faculty will serve one-year terms, and Tenure-Track, **Clinical**, 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, teaching lecturers 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, **the Chair of the President's Commission on Diversity** and **the Title IX Coordinator** 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.

## Current Faculty Welfare Committee description in the Faculty Bylaws

*For Discussion 5*

### **6. Faculty Welfare Committee**

The academic reputation and vitality of the University is integrally linked to the quality of the faculty. Therefore, it is in the best interest of the University and the students to attract and keep high-quality faculty. Toward that end, the Faculty Welfare Committee represents the interests of the faculty.

#### a. Composition:

The Faculty Welfare Committee shall have six (6) elected faculty members. The term of each elected member shall be for three years, with two members being elected each year. The President, the Vice President for Financial Affairs, the Provost and Vice President for Academic Affairs, the Director of Human Resources, and the USNH Legal Counsel shall be available to serve as consultants to the Faculty Welfare Committee, at the expressed request of the Committee. In addition, there will be one non-voting, tenure-track faculty member of the committee, with a one-year, non-renewable term, and one voting adjunct faculty member. The non-voting tenure-track faculty member should have not more than five years service at PSU and will be appointed by the Faculty Speaker. The voting adjunct faculty representative will be elected annually by the adjunct faculty using a process determined by and managed by the adjunct community.

In addition, the Faculty Speaker shall appoint a faculty member to be a non-voting participant on the committee for a one-year, non-renewable term. This member shall be selected from a pool of faculty with not more than five years service at PSU.

The Chair of the Faculty Welfare Committee shall be elected annually from among its members and must be a tenured faculty member. The Chair of Faculty Welfare, or his/her designee, who must be a tenured faculty member, shall serve as an ex officio, voting member of the Grievance Resolution Committee. The Chair of the Faculty Welfare Committee serves on the University Steering Committee.

#### a. Function:

- (1) To represent the interests of the faculty as a group of professional persons; (reference Bylaws of the Trustees, The Faculty Welfare Committee). The Committee will advocate for the welfare of the faculty and will make recommendations to the faculty and/or administration on matters affecting the welfare of the faculty, including but not limited to: academic freedom; promotion and tenure; compensation and benefits; workload; personnel policies; professional ethics; and "quality of life" issues related to working conditions.
- (2) To serve as a point of contact and consult with other groups, constituencies, and/or administrators when they formulate, revise, or propose policies affecting faculty welfare.
- (3) To select two of its members to serve as representatives to the USNH System Personnel Policy Council meetings. One member shall serve as a voting member; the second member will serve as the alternate.
- (4) To report annually on its activities to the full faculty.
- (5) To request a Faculty Forum or a special meeting of the faculty, if in the Committee's judgment one is necessary.
- (6) To perform such other duties as specified by the Faculty Handbook and by these Bylaws.

*[amended 9-3-97, 12-3-03, 3-3-04, 11-7-07, 5-6-09, and 5-4-2011.]*