



Faculty Meeting Minutes

Meeting Date: April 5, 2017

Meeting Time & Place: 3:30PM in Heritage Commons, Samuel Reed Hall Building

Meeting called to order: 3:35PM

- I. Acceptance of the draft minutes** of the March meeting.
(The minutes were sent in a separate email together with other agenda items):
There was a question about the Motion to delete the Honors and Humanities Council. The minutes never state that the motion was amended, or which council was to be deleted. Lourdes answered that it is the Honors Council that will be kept. The revised minutes will be approved at the May Faculty meeting.

- II. Reports**
 - A. President**
(The report has been distributed via email):
President Birx noted that this was all in the report but he wanted to say again how he appreciated those who came out on Saturday (given the snow), the event went well. As did Sunday's event. The NH governor has visited PSU more than any other school in the state, and the fact that PSU got into the bill three million dollars is a really great thing and shows a very positive response for the State House. So again, thank you from everyone who has been working on that issue.

 - B. The Academic Deans**
(The report has been distributed via email):
There were no questions or comments.

 - C. Principal Policy Making Committee**
(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.):
Gary McCool said that for archival purposes, the monthly agenda should reflect everything that was brought before or said at the meetings. He is aware that all the reports were attached in separate emails when the April agenda was sent out, but they should be included in the minutes.

 - D. Athletic Council – Ryanne 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):
Ryanne stated that they have been working on the mentoring program (attached). This sort of program have been popular at other universities, and the purpose is to make connections with faculty and student athletes. She is hoping to strengthen this program, and is planning to roll it out next year and would like volunteers ASAP. This is a potential service opportunity, and

will be a yearlong commitment. If you are interested please contact Ryanne or the Athletic Council with three teams you are interested in mentoring for Fall. There will be more information on the Athletics webpage soon.

E. Advancement Office – Paula Lee Hobson, VP for University Advancement
(The Advancement Office would like to present the new PSU ad):
This has been postponed until the May meeting.

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 and 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)

Motion was seconded. Robin DeRosa spoke to the motion that a large percentage of faculty were already part of a movement to change Columbus Day to “Fall Break”. Kathleen added that we are the only state in New England that doesn't recognize indigenous people and, if this motion was passed, would be the first school in NH to recognize them.

Daniel stated that this is an endeavor he began back in June 2016, and has been working on compiling research to make a genuine argument about the issue. PSU has been involved with the Native American community and has hosted cultural events here in the past. He is simply asking for a name change, nothing will change as far as classes and holiday meaning. Additionally, the name change will hopefully encourage more course material, and give students the chance to investigate indigenous people more in depth. The name change has already been passed by the Student Senate, so this would be the next step.

There were no questions for Daniel, and all were in favor of passing the motion.

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

The Faculty Steering Committee and the Faculty Bylaws Task Force move that the committee description for the Administrator Selection 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.

Ann read the motion. Motion was seconded.

Kathy asked what the rationale was for reducing the number of faculty, and if this was coming from faculty or administration. Anne said that it has been problematic in the past to get volunteers for taskforces. Lourdes also noted that it is nearly impossible to get enough faculty to volunteer, and if there needs to be a majority of faculty on the committees then they end up being far too large, making it hard to manage. The actual makeup will be determined on a case by case basis, this is just the minimum needed for this committee.

Cathie said one of the changes is to put into the Bylaws that faculty will no longer have the ability to make a decision as to who get hired, and will only be able to give their recommendation. Lourdes added that this needs to be put into the Bylaws because some faculty members don't know this information (there needs to be clarification).

Mary Cornish asked how a special election would be determined. If there is a minimum number of volunteers then there is no need for an election; this could be misconstrued as you can either vote or appoint. Lourdes suggested it be revised to "Faculty Steering Committee will put out a call for volunteers and, if necessary, there will an election. The Motion was amended and seconded.

John Krueckeberg said that the motion opens up the opportunity to work with OS. He also noted that "match" does not sound like "majority", and "represent" sounds rather vague. He would rather it read "need to BE". John requested to amend the language, which was tabled until the next meeting.

The majority of faculty present at the meeting were in favor of tabling these changes to think about how to proceed more thoughtfully.

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.)

Anne read the motion. The motion was seconded.
Anne spoke about the changes, which are mostly changes in names and positions.
All were in favor. The motion was passed.

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

To change 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:

Wendy read the motion. The motion was seconded.
Wendy spoke to the motion. During the process of changes they were approving changes that were to four credit courses, but in the description it said three credits. The change is for clarity so that they are not approving number of credits they shouldn't be (it would be reflecting the change).
Linda Levy said she was concerned about all of the Connections courses. She is concerned that if all Connections courses move to four credits then options for students will be reduced because of a lack in available credits. Wendy responded that each department will still have control over how many credits a course is worth, so not all courses will be moving to four credits.

The majority of faculty present were in favor and the motion passed.

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)

Lourdes began by saying this would come to a vote in either May or September/October. John Krueckeberg added that he thinks it is terrific that slots are open to everyone now. It doesn't make sense to make a committee that the whole body wouldn't be a part of. He said that they will come up with some issues that could be brought to a union, and if faculty is a mixed body it would be a mistake to not have a mixed committee.

Mary Cornish added that they do not have a contract so they don't have a union contract either, and it might be premature to change tenure tack.

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

Dennis began by saying he is not looking for a discussion at this meeting, but his concern is that block scheduling will be implemented in the Fall of 2018 (says on the timeline), without discussing it with the faculty first. He would like clarification today about whether or not the faculty get a say in the decision making process.

Lourdes said she would like to give the Deans an opportunity to give their perspective. Cynthia answered that the structure they have been working towards (which came from faculty member in CAS) is comprised of stackable units of time where everyone starts at the same time. The goal is to give each discipline the ability and flexibility to structure how they need to pedagogically in a way that isn't confusing for students. Gail added that they are also looking to utilize space and time in the most efficient way. There is a working group in place working on the schedule, but if you have ideas email Gail or Cynthia.

One faculty member asked if this would be a vote for the faculty.

Liz Ahl said that so much is bring brought to the faculty outside of governance, so it is hard to be aware of the lines of communication and accountability. She thinks the faculty should have a vote, but the faculty actually needs to be able to work on the process.

President Birx stated that the university needs to move forward, but it should be a participant process, and hoping everyone can work together as a whole. He believes it should be a faculty vote, but at the end of the day everyone should be on the same team.

V. Adjournment

Meeting adjourned at 5:03PM.

**Respectfully submitted,
Emily Evans, Scribe**

Attachments A

(Motion and Discussion Attachments)

I. Campus Recognition of Indigenous Peoples' Day

WHEREAS the annual celebration of Christopher Columbus Day is both antiquated and contemptuous to the native population of the United States,

WHEREAS the state of New Hampshire is the only state in New England that is completely void of any recognition of Indigenous People's Day at the institutional, municipal, or state level,

WHEREAS the town of Plymouth sits on lands previously inhabited by the Pemigewasset Native American tribe. Citing that the 1712 massacre of a Pemigewasset village carried out by Lieutenant Thomas Baker was an unjust and atrocious act,

WHEREAS Plymouth State University is a school on the forefront of social justice efforts and sponsors courses on Native American history, culture, and contemporary life,

WHEREAS in the past Plymouth State University has hosted Native American cultural events [Powwows],

THEREFORE LET IT BE RESOLVED that Fall Holiday will henceforth be renamed Indigenous People's Day on the academic calendar,

THEREFORE LET IT BE RESOLVED that the second Monday in October hereafter be recognized as a day of celebrating indigenous peoples worldwide at Plymouth State University,

THEREFORE LET IT BE RESOLVED that related academic departments will be encouraged to offer courses that focus on the history, culture, contemporary life, state relations, and civil rights struggles of indigenous peoples worldwide,

THEREFORE LET IT BE RESOLVED that Plymouth State University open a dialogue with local Native American communities to encourage bilateral cooperation on the promotion and celebration of indigenous people.

II. 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]

III. 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.

IV. 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.]

Attachments B

(Reports)

I. Academic Affairs Committee Report April 2017

The Academic Affairs Committee met as an entire committee one time during the month of March due to Spring Break schedules. However, sub-groups working on procedure changes for Warning/Probation/Severance and the Academic Integrity Policy, met more frequently. The Academic Integrity work group is preparing a major revision of the current Plymouth State Academic Integrity policy which we plan to bring to the full faculty for a vote in May. The new policy will allow for minor level infractions to be handled at the department level and the Office of the Student Advocate will assist in the process and keep records of violations. The new policy will also create a remedial academic writing course that students may choose to take if found guilty of an infraction. The committee investigated the policies of all of Plymouth State's comparator institutions and found that every school had a policy that allowed for the process to be handled at the department level before moving to a hearing. The new policy will also provide for a hearing process in more serious cases, or if a student appeals the outcome at the departmental level. More details will come before the May meeting.

The second work group is investigating, with the help of the Office of Student Success and Dean Patrick Cate, to revise some of the forms used in the probation/warning/severance process. The work group revised the Academic Severance appeal form asking students to provide more detail on the reasons for their poor academic showing and requiring students to submit an improvement plan. The previous form was too vague and the faculty reviewing the severance appeals often had more questions than answers after reading the student letters. The work group is also investigating whether or not to broaden the GPA for warning status. This work will most likely continue into next fall.

The committee is working with the Office of Student Success to assess the new advising process with Student Success Coaches.

Anne Jung-Mathews
Chair, Academic Affairs Committee

II. ATOEC Committee Report to Faculty April 2017

Meeting Dates: March meeting cancelled due to being Campus Closed: March 14, 2017

Next Meeting: April 11, 2017

Motions for April Faculty Meeting: Bylaw Change - Committee Make-Up Revisions

ANNOUNCEMENTS:

1. The Academic Technology Institute (ATI) will be held here at Plymouth State University - May 31-June 2, 2017. Applications for the next round of ATI Ambassadors is currently being evaluated. Applicants will be notified this week on the status of their application. The focus of this year's ATI is Open education: Pedagogy & Scholarship in a Connected Environment.
2. Reminder: Funding Opportunities for Faculty:
 - a. Technology Innovation Proposals (TIP) are due the 15th of every month and will be considered at the next scheduled ATOEC meeting. All proposals for this academic year must be submitted by April 15, 2017 to be considered at the final ATOEC meeting of the year on May 9th. See attached description and proposal form.
 - b. Due April 15th: New/Modified Technology-Enhanced Space Proposals. See attached description and proposal form below.
 - c. 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/>

Technology Innovation Project Proposal Outline

Your Name: _____ **Email address:** _____

Project Name: _____

Purpose and description of the project

Provide a purpose statement and a description of the activities and outcomes of the project

Project Impact

Describe the impact of the project and how it will be reported including how students will be affected. Describe how the project is innovative and how it advances practice in the University.

Shared Learning

Indicate a commitment to share project results with the University and describe how this will be accomplished. Describe what you will report and how it will be shared.

Project Support

Describe how technical support for the project will be provided. Is this provided by the project itself? By the ITS Helpdesk? By the CETL team? What technical support will be required to make the project successful?

Budget

Provide a detailed budget of proposed expenditures including estimated costs for technology and related costs for implementation. Describe how on-going costs and upgrades will be managed after the initial implementation.

Student technology fees are intended to enhance student learning and the student experience. A significant amount of the annual Student technology fee budget is utilized to maintain the existing Technology Enhanced Learning Spaces on the campus. 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. The committee is particularly looking for spaces that:

1. Benefit students' learning experiences,
2. Are 'right-sized' and the technology is utilized to their fullest extent between the hours of 8am – 6pm, M- F.
3. Are resources that are shared across two or more disciplines, academic departments or strategic clusters.
4. Are open and available for general student use when classes are not scheduled.

If you'd like to consult with someone before submitting your proposal regarding pricing, pedagogy, tech integration or anything else, please email helpdesk@plymouth.edu and your questions will be forwarded to the appropriate resource.

Timeline

Proposals for upgrades and changes to existing Technology Enhanced Learning Spaces, requiring significant budgetary resources, are due on April 15th annually for a scheduled implantation in the Summer of the following academic year (i.e. Projects submitted and approved in the spring of 2017 will be implemented during the Summer of 2018).

Amount of Support

The amount of support for projects is variable and is determined by the amount of student technology fees available and other University budget priorities.

Where to submit proposals

Proposals should be submitted electronically to the chair of the ATOEC committee.

What does the committee consider in making decisions about support projects?

1. Is the technology in the space utilized its fullest extent?
2. Does the space benefit student learning; how many students have access to the space?
3. Is the learning space a shared resource?
4. If a new request, does the proposal offer solutions to prevent "growing the base"
5. If a new request, has there been adequate consideration of the technical support that will be required to make the new project successful?
6. Is there a justification for/or a plan to cover the long term upgrade and maintenance costs associated with a new project?
7. Are there additional software needs required to make this project successful?
8. Are purchases made by the project primarily focused on technology?
9. If the intended funding source is TAG (student technology fees) then it is expected that the project will primarily benefit students.

Technology Enhanced Learning Spaces Proposal Outline

Your Name: _____ **Email address:** _____

Project Name: _____

Purpose and description of the project

Provide a purpose statement and a description of the activities and outcomes of the project

Project Impact

Describe the impact of the project including how students will be effected. Describe how the project is tied to the curriculum and how it advances practice in the University.

Shared Learning Spaces

Indicate a commitment to shared technology resources and describe how this will be accomplished. Describe how it will be shared.

Project Support

Describe how technical support for the project will be provided. Is this provided by the project itself? By the ITS Helpdesk? By the CETL team? What technical support will be required to make the project successful?

Budget

Provide a detailed budget of proposed expenditures including estimated costs for technology and related costs for implementation. Describe how on-going costs and upgrades will be managed after the initial implementation.

III. Curriculum Committee Report to Faculty

April 2017

With respect to the committee's larger discussions and initiatives of this academic year, below you will find the committee's plans for the spring, summer and fall:

- Experimental Course Procedures During the March meeting the committee further discussed experimental course procedures, made some adjustments and agreed to revise in time for a vote on proposed changes in April.
- Committee Bylaws The committee plans to rectify some inaccuracies in the bylaws and is considering recommending changes to the committee's composition. Several members of the graduate faculty attended a portion of the committee meeting to discuss the advantages and disadvantages of integrating graduate and undergraduate curriculum work. The committee will finalize bylaw changes, including committee composition, based on the full-faculty decision about integrating graduate and undergraduate faculty governance.
- Clusters and Curriculum The committee has formed a working group comprised of committee members and Cluster Guides in order to move forward with revising curricular structures and procedures to accommodate clusters.
 - The committee and working group are planning the curriculum forum scheduled for Tuesday, April 18th. Initial discussion about the purpose and organization of that session occurred during the March 17th meeting. The committee held an additional planning meeting on March 31st.
 - By October of 2017 the committee plans to have a set of guidelines and procedures in place to support a wider variety of credit-bearing cluster experiences. In order to accomplish this goal the committee is considering a summer retreat.
- Workload Management As part of its work this spring and summer the committee will explore additional ways to streamline, simplify, and distribute the work required to process and consider curricular changes. With the heavy workload anticipated over the next year or two as programs transition to the four-credit model and Integrated Clusters become a core part of the curriculum, the committee recognizes the need to increase efficiency while maintaining the integrity of the work.
- Transitioning to Four-Credit Model The committee welcomes proposals for program changes to the four-credit model. The committee has developed the following guidelines for departments as they prepare proposals:
 - The overall degree requirements must remain at 120
 - The requirement for a *minimum* of 15 free elective credits remains in effect
 - The degree program should not increase in size (number of required credits.) Change to a four-credit model should rearrange existing content, rather than merely add content, open lab, or field experiences to existing three credit courses. Proposals should demonstrate how existing three credit program content maps onto the proposed four-credit program.

Requests for Information

The Curriculum Committee requests that departments inform the committee of any significant anticipated proposals and the planned timeline for submission. This will help the committee to plan its work for the rest of this academic year and beyond. Email hkswank@plymouth.edu with a summary of planned changes.

General inquiries and suggestions are, of course, always welcome. Send your input to hkswank@plymouth.edu

Reminders, Meeting Times and Deadlines

This is a reminder 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.

Remaining Curriculum Committee meetings this academic year will be as follows at the specified locations:

April 21st Lamson Tower Room

May 19th HUB Student Senate Room

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:

April 12th

April 26th

May 10th

Please submit one electronic file (PDF) of all **complete** materials (with appropriate required signatures, recorded votes, etc.) for each proposal to 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 but it is below:

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

ADA Statement: Plymouth State University is committed to providing students with documented disabilities equal access to all university programs and facilities. If you think you have a disability requiring accommodations, you should immediately contact the Disability Services Office (DSO) in the Center for Student Success in Mary Lyon (535-3065) to determine whether you are eligible for such accommodations. Academic accommodations will only be considered for students who have registered with DSO. If you have a Letter of

Accommodation for this course from DSO, please provide the instructor with that information privately so that you and the instructor can review those accommodations.

For the full University policy, visit: <http://www.plymouth.edu/undergraduate/academic-policies/>

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.

Thank you.

-Hilary K. Swank

IV. General Education Committee

April 2017

After the rush of General Education course proposals to meet the February catalog deadline, March meetings were much more focused on the other tasks the Committee has been working on this year. Bylaw changes due to restructuring were completed and are on today's agenda. Discussion of Student Requests regarding Gen Ed courses and waivers, and other Student Requests about Gen Ed, questions brought to us by the chairs, the Deans, and the Registrar's Office, focused very much on the need for consistency in decision making. Though the Committee had agreed to look at student major changes and how they affected individual students who had had a waiver in the prior major, but not in the new one, we found there were questions about other issues that seemed to have no consistent home, nor consistent answers. Discussions on who and how to resolve these issues are still in progress; we are hoping for an answer soon.

An issue related to department course changes emerged. In the Gen Ed Handbook the only specific mention of 4 credit Gen Ed courses is in the Scientific Inquiry Direction. As some departments are gradually shifting to 4 credit curriculums, we started receiving proposals for WRCO, TECO and QRCO courses that were 4 credit courses. In the Gen Ed Handbook, in text and in the standard course descriptions for **Connections** courses, it refers to 3 credit courses. We have approved several of them as 4 credit courses and have brought to you today a motion to change the Handbook with regard to allowing 4 credit **Connections** courses. The question of **Directions** courses as 4 credit courses raises larger issues, and is a discussion still in its early stages, as Directions are also a central focus of ongoing thinking about the entire Gen Ed program as it interfaces with Cluster structures.

In early March several members of the Committee attended a gathering of the American Association of Colleges and Universities focused on current trends nationally in Gen Ed. They brought back to the committee a number of very exciting ideas, ideas being explored and implemented by both the Gen Ed working group and the FYS working group. The FYS working group has seen this past week the kick-off of the FYS Fellows program. The Gen Ed working group is having a retreat this week to have the time to dig more fully into the many issues they are considering (for example, "theming," or "pathways," or "badges" as an idea for making more coherent understandings of Gen Ed Directions, with connecting them to Cluster ideas, etc.). I expect we will have a report on their progress at the May faculty meeting.

V. ATHLETE-FACULTY MENTOR PROGRAM

April 2017

Mission:

The Plymouth State University Athlete-Faculty Mentor Program was established to strengthen the relationship and enhance communication between faculty, coaches and student-athletes as a means of ensuring academic success. We appreciate the uniqueness of the student-athlete experience and the challenges associated with balancing academic and athletic obligations. Accordingly, the mentors provide student-athletes with support and guidance to become value-added members of the broader Plymouth community.

Benefits for the Student-Athlete:

1. Engage with faculty outside the traditional classroom.
2. Acquire strategies to succeed in the classroom and the greater Plymouth community.
3. Have a faculty advocate who supports the student-athletes' personal growth and success.

Benefits for the Faculty Mentor:

1. Build strong connections with student-athletes and coaches.
2. Inclusion in team functions (practices, games, celebrations, etc.).
3. Share in the team's growth and development.
4. Receive team apparel.
5. Provide a service to the Athletic Department.
6. Be a big fan!

Potential Roles of the Faculty Mentor:

1. To promote understanding and communication between faculty and student-athlete.
2. To provide student-athletes with an additional resource to navigate academia.
3. To electively participate and attend team functions (practices, games, etc.).
4. To support the student-athlete's academic and professional development.
5. To meet with prospective student-athletes during campus visits, if available.
6. To support the student-athlete recruitment and retention efforts.

Benefits for the Coach:

1. Build a professional relationship with a faculty member.
2. Have a member of the faculty who can answer academic related questions.
3. Have a faculty advocate.
4. Have an additional campus member who can assist with official campus visits to help with recruitment/retention efforts.
5. Allow faculty to experience team culture.
6. Support the cluster model.

FAQs

1. How do I become a Faculty Mentor volunteer?
 - Contact the Chair of the Athletic Council to indicate your preference for no more than three athletic teams that you would like to mentor.
2. What exactly would a Faculty Mentor have to do?

- Be a fan
 - See Potential Roles of the Faculty Mentor
3. How long would I be a Faculty Mentor?
 - Faculty would serve for a minimum of one year and the role is renewable upon request.
 4. What would the Faculty Mentor not be responsible for doing?
 - The faculty is not expected to be part of the coaching staff
 - The faculty is not expected to deal with parental concerns
 5. Can this service be part of the Faculty's Workplan?
 - Yes, work with your department P&T committee and/or Chair
 6. Is there anything else I need to know?
 - Remember this is a professional relationship with student-athletes, coaches, and parents.
 - You will be given the opportunity to read and understand the Athletic Department Policies and Procedures Manual.