



## FACULTY MEETING AGENDA

April 4, 2018

3:35 PM

Heritage Commons, Samuel Read Hall Building

**Meeting called to order.**

- I. Approval of the draft minutes for the March 7, 2018 faculty meeting.**
- II. Old Business**  
None
- III. New Business**
  - A. Resolutions of Standing Committees**  
None
  - B. MOTION:** To replace the graduate Academic Standing policy (p. 206 of the 2017-2018 Academic Catalog) with the proposed new policy. (Submitted by the Graduate Council and the Academic Affairs Committee; presented by Eric Hoffman.)  
*(The proposed language is attached as Appendix A).*
- IV. Reports**
  - A. President**  
*(The report will be distributed via email from the President's Office.)*
  - B. Academic Deans**  
*(The report will be distributed via email from the Academic Affairs Office)*
  - C. Principal Policy Making Committees**  
*(The Academic Technology and Online Education and General Education Committees did not meet in March and therefore have not submitted reports. Committee reports from Academic Affairs, Curriculum Committee, Faculty Welfare, and Graduate Council follow this agenda as Appendices B-E. Committee chairs will be available to speak to the reports and answer questions during the meeting.)*

### Adjournment

**Announcements:** *Note: Please limit announcements to matters that are urgent, timely (happening within the next few days to a week), and have not been/will not be disseminated through multiple other means. In other words, let's keep the announcements short and sweet!*

## **APPENDIX A:**

**MOTION:** To replace the graduate Academic Standing policy (p. 206 of the 2017-2018 Academic Catalog) with the proposed new policy.

### **Graduate Academic Standing Policy**

Academic Standing:

An admitted graduate student is in good academic standing when the following conditions are present:

- The student has an academic program grade point average (GPA) of 3.0 or higher •
- The student has no more than one grade of incomplete (IC)

An admitted graduate student is not in good academic standing if either of these conditions is present:

- The student has an academic program grade point average (GPA) below 3.0
- The student has two or more incompletes (IC)

Academic Probation:

Students are in academic probation if their credits and their academic program GPA falls in these ranges:

- < = 10 attempted credits 2.66 – 2.99
- < = 11 – 20 attempted credits 2.75 – 2.99
- > = 21 attempted credits 2.85 – 2.99

Students and their advisors are notified if they are not in good academic standing, and they must develop a corrective plan with their advisor. Students have one calendar year or two consecutive terms to raise their GPA to at least a 3.0. Students may not enroll in more than six credits if they are not in good academic standing. Students with more than one incomplete will be prevented from registering for additional classes until all but one incomplete is resolved.

If the student does not achieve good academic standing within the time frame, dismissal from the degree program will occur. If the student wishes to appeal the dismissal, he or she should do so by submitting an appeal request to the Academic Affairs Committee. After dismissal, should the student want to continue, he or she must reapply and be accepted into the program.

Academic Severance (or Dismissal):

Students are dismissed from their degree program if their credits and their academic program GPA falls in these ranges:

- < = 10 attempted credits < = 2.65
- < = 11 – 20 attempted credits < = 2.74
- > = 21 attempted credits < = 2.84

If the student is dismissed and wishes to appeal the dismissal, he or she should do so by submitting an appeal request to the Academic Affairs Committee. After dismissal, should the student want to continue, he or she must reapply and be accepted into the program.

\*Please note that academic standing may impact financial aid status and veterans' and eligible dependents' receipt of Veteran's educational benefits.

\* Other degree programs may have more stringent policies for maintaining academic standing in their degree program. See individual department program descriptions for further information.

*Approved by Graduate Council March 2018*

*Presented jointly with the Academic Affairs Committee to Full Faculty  
April 2018*

## **APPENDIX B:**

### **Academic Affairs Committee Report April 2018**

With the approval of the Academic Integrity policy update, the Academic Affairs Committee has identified several potential projects to tackle next, namely, continuing to improve our academic integrity policy (addressing withdrawals and remediation), the Warning/Probation/Severance policy, and advising. We will identify what can be accomplished in the remainder of this year and begin to project a path for the next academic year.

Dr. Emma Wright  
Academic Affairs Committee Chair

## APPENDIX C:

### Curriculum Committee Report April 2018

At the March 16<sup>th</sup> meeting, the Curriculum Committee completed reviewing and voting on all proposed curricular changes that would impact the 2018-2019 Academic Catalog.

The Committee discussed sending an email to the faculty to solicit Toolkit courses for the summer Bridge program; that email was sent to faculty on March 26.

The Committee also identified summer projects to work on, including preparing guidance for programs changing from 3 to 4 credits.

Toolkit and Project Courses: The committee continues to accept proposals for experimental Toolkit and Project Courses.

#### Meeting Times and Deadlines

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

- April 20<sup>th</sup> HUB Student Senate Room
  - Deadline: April 9<sup>th</sup> by 11:59:59pm
- May 18<sup>th</sup> HUB Student Senate Room
  - Deadline: May 7<sup>th</sup> 11:59:59pm

The committee conducts voting twice a month. Any proposals requiring discussion will be on the agenda of the first committee meeting after the proposal is submitted. Below is a list of each month's second proposal deadline:

- April 23<sup>rd</sup> by 11:59:59pm

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.

Updates to Forms and Procedures Documents: The committee is working to revise curriculum forms and related documentation to align with current administrative structures and account for new opportunities in course offerings.

If you are unsure how to proceed, contact [psu-curriculum-chair@plymouth.edu](mailto:psu-curriculum-chair@plymouth.edu) with your questions.

#### **Reminder**

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.)

**The information below was sent in an email from the Curriculum Committee Chair on January 31<sup>st</sup>.**

Curriculum Procedures:

- Procedures: Please submit one electronic file (PDF) to [psu-curriculum-chair@plymouth.edu](mailto:psu-curriculum-chair@plymouth.edu) for each proposal with all of the following included/attached:
  - Complete Curriculum Proposal Form;
  - All required votes and signatures;
  - Email communications from librarians and ITS;
  - Email communications with other departments/programs if required;
  - Syllabus and other supporting documentation if required. Syllabi must meet the requirements indicated on the syllabus checklist.
    - The syllabus checklist is available at the link below. *Be sure to use the newest ADA and Academic Integrity statements in your syllabi.* The checklist has not yet been updated to the newest statements because of recent changes for the Spring 2018 semester:  
<https://www.plymouth.edu/committee/faculty/files/2010/08/PSU-Syllabus-checklist-Appvd-06Feb2012.pdf>

All of the above must be submitted in a single PDF with an identifying file name.

- Policies:
  - Clarifications and minor changes to proposals are acceptable during the approval process.
  - When a department/program/cluster has one or more items on the agenda, a representative should plan to attend the committee meeting. If a proposal passes by online vote, attendance will not be necessary.
- Proposal Forms: The most recent Curriculum Change and New Course Proposal forms, approved in August 2015, are available at the following link: <https://campus.plymouth.edu/faculty-governance/committees-and-appointed-groups/curriculum-committee/> as is the updated Experimental Course Proposal form. The newest forms will be available at the link above as they are ready. Please use this link to retrieve the most current forms instead of using older ones you may have saved elsewhere.
- Questions: If you are unsure how to proceed with curriculum changes, contact [psu-curriculum-chair@plymouth.edu](mailto:psu-curriculum-chair@plymouth.edu) with your questions.

## **APPENDIX D:**

### **Faculty Welfare Committee Report April 2018**

On March 9, the Faculty Welfare Committee met with Cluster representatives from:

- Tourism, Environment and Sustainable Development
- Education, Democracy and Social Change
- Arts and Technology
- Justice and Security
- Innovation and Entrepreneurship

The main aim of the meeting was to receive feedback from the clusters about particular needs or perceived needs for Faculty Welfare actions as we transition into Cluster management modes. Those who attended shared with the group their Cluster's organizational structure and status of implementation. Discussion points included workload distribution in and across clusters as regards PSU service courses, workload non-equivalencies for graduate and undergraduate advising and instruction, research release distribution as Centers are reorganized, and concept of a standardized rubric to guide work plan evaluation.

Promotion and tenure processes, concerns and ideas were also shared by the cluster representatives, including how cluster engagement will be credited and weighted in the P&T process going forward. We recognize that junior faculty, especially those coming up for tenure consideration during this transition, are under exceptional and ongoing stress because of the current, somewhat nebulous status of the P&T process. This will be somewhat but not fully ameliorated with the conclusion of AAUP negotiations. Unresolved issues include:

- need for a specific date for the annual P&T workshop since P&T applications are due in mid-April;
- clarity on selection criteria for P&T Chairs and Committee members, especially for programs already transitioned into clusters and for programs without clear Cluster affiliation (i.e. library faculty);
- clarity on the signatory recommendation process for faculty no longer served by a Chair and after the Dean positions are vacated.

The Faculty Welfare Committee heard feedback from those present that continued sharing of ideas and concerns via the FWC would be useful. We also hope to hear from those Clusters that were not represented at this initial gathering.

Respectfully,  
Lisa Doner, Chair Faculty Welfare Committee

## **APPENDIX E:**

### **Graduate Council April 2018**

The Graduate Council held its seventh meeting of the year on March 26, 2018 in room 109 of the HUB. The minutes from our February 26<sup>th</sup> meeting were accepted without the need for correction.

Jen Boutin from Admissions shared the efforts being conducted by the Admissions Department to recruit graduating undergraduates into graduate programs. She also shared that the application fee for all alumni and current students has been waived.

Several members of the Registrar's Office participated in the meeting. Tonya LaBrosse reviewed and explained the language changes that she was requesting for the Academic Standing Policy. The revised policy will be brought forward by the Grad Council and Academic Affairs Committee to the full faculty at the April faculty meeting. Considerable discussion was had regarding the implementation of Degree Works and a uniquely graduate program issue, individualization of programs of study. Another extensive conversation was held around how students who have been academically dismissed or who have been severed for inactivity are readmitted. Due to the nature and potential policy implications for both issues subgroups will be developed to discuss these issues and make recommendations for policy and/or processes.

A subgroup of the council presented a draft "letter" to campus leaders regarding the authentic integration of graduate programs into the cluster model. The letter will be presented to cabinet at an upcoming meeting. It will be distributed to the full faculty after the meeting with the cabinet.

Finally, per the Graduate Council By-laws the election for next year's chair was held. Dr. Clarissa Uttley has been elected to that position and I will work with her to ensure a smooth transition.

Respectfully submitted to the faculty,  
Linda L. Carrier, Ed.D.  
Graduate Council Chair