**FACULTY MEETING AGENDA**
September 5, 2018
3:35 PM
Heritage Commons, Samuel Read Hall Building

**Meeting called to order.**

I. **Approval of the draft minutes** for the May 2, 2018 faculty meeting. *(Sent with this agenda.)*

II. **Reports**

  A. **President**
  *(The report will be distributed via email from the President's Office.)*

  B. **Provost**
  *(The report will be distributed via email from the Academic Affairs Office)*

  C. **Principal Policy Making Committees**
  *(Committee reports from Academic Affairs, Academic Technology and Online Education, Curriculum Committee, Faculty Welfare, General Education, and Graduate Council follow this agenda as Appendices A-F. Committee chairs will be available to speak to the reports and answer questions during the meeting.)*

  D. **Other reports:**
   1. General Education Coordinator Report. **See Appendix G. General Education Coordinator Report.** Cathie LeBlanc will be available to answer questions during the meeting.)

   2. Transition Leadership Team Report; John Krueckeberg, Annette Holba, and Chen Wu.

III. **Old Business**
   None

IV. **New Business**

  A. **Resolutions of Standing Committees**
   None

B. **MOTION: To amend the Faculty Bylaws, ARTICLE XI / Section D: Committee Descriptions** (Submitted and presented by Scott Coykendall, Chair of the Curriculum committee. The proposed language may be found in Appendix H.

C. **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:**

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**Academic Affairs Committee Report**
**Chair, Sam Miller**
**September 2018**

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With the new year, the new Academic Integrity policy goes into effect. Amy Moll has joined the team in Frost, and will be working with David Zehr and Academic Affairs to 1) launch the online report form and 2) begin to offer remediation opportunities. Meanwhile, the AAC is still looking for volunteers for integrity panels, should the need arise. Please email psu-academic-affairs-chair@plymouth.edu to volunteer.

The next major project for the AAC is to improve the Warning, Probation, and Severance policy.

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Sam Miller and Emma Wright
Chair and Past Chair of the Academic Affairs Committee

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**APPENDIX B:**

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**Academic Technology and Online Education Committee (ATOEC) Report**
**Chair, Lynn Johnson**
**September 2018**

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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 thing about and use technology <u>to enhance student learning and the student experience.</u> Applications for Technology Innovation Projects are reviewed monthly during the Fall and Spring Semesters. Projects applications are due on the 15th 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 15th 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/

**APPENDIX C:**

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**Curriculum Committee Report**
**Chair, Scott Coykendall**
**September 2018**

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This year's faculty composition of the Curriculum Committee is:
Liz Ahl
Kyle Burke
Pat Cantor
Scott Coykendall (Chair)
Dave Mackey
Christie Sweeney
Roxana Wright

We have two openings that will require temporary replacements.

**Four-Credit conversions and fall schedule:** The committee is expecting a number of disciplines to convert their programs from 3- to 4-credits this year. In order to ensure that programs have adequate time to make adjustments after the initial submissions, we are asking all programs converting to 4-credits to submit their proposal packages this Fall. Since calendar restrictions mean we will have just three meetings in the fall, please see our guide for converting programs to 4-credits (https://campus.plymouth.edu/faculty-governance/wp-content/uploads/sites/20/2017/05/Guide-to-4-credit-conversion-blanket-agreements.pdf) for more information on deadlines, submission materials, and blanket agreements. Please email Scott Coykendall at psu-curriculum-chair@plymouth.edu as soon as possible if your program intends to submit a proposal this year.

**Experimental courses:** Just a reminder that courses approved for an experimental offering need to be approved by the CC for a second offering. Please accompany your Experimental Course Proposal with an Experimental Course Report. Experimental offerings must be approved by the Provost.

**Department/Discipline approval for curricular changes:** In some instances, small degree programs are joining different clusters than their discipline. The Curriculum Committee considers the approval of a Department/Discipline to be of critical importance when changing/creating curriculum. In situations where there is only one faculty member in a discipline, the Curriculum Committee may agree to approve nominal curriculum changes relating to major-, option-, minor-, or course-names or –prefixes without first obtaining a cluster or department vote. More substantial curriculum changes – e.g., those relating to course numbers, prerequisites, course-levels, grading systems, descriptions, etc. – shall continue to require a vote from the appropriate department, council, or designated cluster-curriculum group.

**Cluster Curriculum:** The committee will not be creating new discipline codes for cluster courses. Over the summer, we again discussed this idea and could find no compelling reason why current discipline codes, or the IS prefix, could not account for new courses. As we

announced last year, Department/Discipline/Clusters wishing to create new courses are welcome to submit proposals with the IS prefix for inter- or multi-disciplinary courses. If your cluster has not curriculum approval process, please submit the proposal with a vote of your Department/Discipline. Additionally, the Curriculum Committee is working with the Registrar and the General Education Coordinator to investigate tagging courses as a way of enabling students to find courses that are not prescribed by their major or General Education.

**Credit by Portfolio:** Over the summer we began investigating the practice of offering credit by portfolio for students who have had significant professional experience that may duplicate content taught in a required course. We already have credit by examination (both CLEP and DANTES), but we are looking at practices at other institutions where approved students build a formal portfolio that demonstrates their experience and mastery of a particular concept or skill. We anticipate working with the Academic Affairs Committee on this later in the year.
The deadline for our next meeting is **September 14** and the meeting will be held <u>September 21, 2:30-4:30, in HUB119</u>.

Respectfully submitted,
Scott Coykendall, 2018-2019 Chair
psu-curriculum-chair@plymouth.edu

**APPENDIX D:**

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**Faculty Welfare Committee Report**
**Chair, Lisa Doner**
**No Report**

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**APPENDIX E:**

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**General Education Committee Report**
**Co-Chairs, Brandon Haas and Kate Elvey**
**September 2018**

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The General Education committee held a retreat in early August to review our course for the year and get updates on initiatives in progress.

Themed Gen Ed: In an effort to establish common language across campus, we have settled on the term "Thematic Pathways" for what has been called Themed Gen Ed. This is part of a larger push to have a common language around University initiatives across campus. We received a final report from the Contemplative Pedagogy group, who plans to offer a second experimental offering of specific courses in the Spring 2019 semester. If you have ideas for different models of thematic pathways, please submit your ideas to the General Education Committee. We do not foresee a single model approach at this time. However, we envision that thematic pathways will be comprised of courses across Clusters.

Assessment Taskforce: The Assessment taskforce is working with a group of faculty that volunteered to take part in a pilot during the fall semester. Faculty who volunteered will collect student work or portfolios that address one or more Habits of Mind.

First Year Seminar: The First Year Seminar Fellows has planned the FYS Symposium for December 5, 2018 from 5:30-7:30pm in AllWell North following the December faculty meeting. Please mark your calendars and plan to attend! It is very important that our students have an audience to share their work with. Students are working on a wide range of Wicked Problems and would value your presence!

InCap Fellows: The InCap Fellows pilot is underway. Faculty Fellows are working in the fall to develop language and a common syllabus for initial pilots in the Spring semester.

Sunsets: Sunset renewals will recommence this year. The committee is updating forms and more information on how we will proceed will be forthcoming.

Please send proposals and other inquiries to our new "Gen Ed Committee Chair" email address:
Psu-general-ed-chair@plymouth.edu

Gen Ed Committee Co-Chairs: Brandon Haas; Kate Elvey

**APPENDIX F:**


**Graduate Council**
**Chair, Clarissa Uttley**
**September 2018**

The Graduate Council held its first meeting of the year on August 27th in Frost Commons. The purpose of the meeting was to reconnect as a group, review residual tasks from last academic year, and develop tasks and goals for the 2018-2019 academic year. We were provided with updates of DegreeWorks implementation and course scheduling dates.

The council will meet on the following dates in Frost Commons: September 24, October 22, November 26, January 28, February 25, March 25, and April 22.

Respectfully submitted to the faculty,
Clarissa M. Uttley, PhD
Graduate Council Chair

**APPENDIX G:**

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**General Education Coordinator Report**
**September 2018**

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**Important Announcement:**
**What: FYS Poster Symposium**
**When: Wednesday, December 5, 5:30-7:30pm**
**Where: ALLWell North**
**Why:**

1. All first year seminar sections are working on wicked problems by engaging in projects.
2. The symposium gives all first year students the opportunity to publicly talk about their FYS project work.
3. The symposium is designed to get students and the wider university and regional community excited about FYS project work.

**What we need from you:**
1. Attend the event! It is important that students have an audience for their work. Please put the time and date on your calendar. A bonus for faculty is that the last faculty meeting of the semester is that day, ending at 5pm, so if you are attending the faculty meeting, please join us when the meeting ends.
2. If you have contact with first year students, ask them about their work and their participation in the event.
3. If you teach, coach, employ, or otherwise engage with first year students who have a conflict at that time, please be as flexible as possible to allow them to participate in as much of the symposium as possible.

**Reminder:** The faculty voted to change the General Education Directions requirement starting in the AY18-19 catalog. Here is a summary of the change:

* Because so many Directions courses have moved to 4 credits
> ***Old requirement:** 2 courses in each of 4 Directions (total 8 courses = 24-26 credits)
> **\* New requirement:** 1 course in each of 4 Directions (total 4 courses = 12-16 credits) + additional courses to bring total to at least 20 credits.

* Waivers
> **\* Old requirement:** 2 courses in each of 3 Directions other than waived Direction
> **\* New requirement**: 1 course in each of 3 Directions other than waived Direction + additional courses (not in waived Direction) to bring total to at least 16 credits

* Old requirement = catalogs before 2018-19
* New requirement = catalogs 2018-19 and after

**Reminder:** The faculty also voted to approve the learning outcomes of the General Education program. These four outcomes are called Habits of Mind: Purposeful Communication, Problem-Solving, Integrated Perspective, and Self-Regulated Learning.

Learn more about the Habits of Mind (and all things Gen Ed) in the new General Education Handbook, which can be found here: https://psugened.pressbooks.com/.

You can also find more about the General Education Committee (and our other principal policy-making committees) on the Faculty Governance blog: https://campus.plymouth.edu/faculty-governance/

Thanks!
Cathie LeBlanc
Acleblanc@plymouth.edu

# APPENDIX H. MOTION from the Curriculum Committee

**Faculty Bylaws / ARTICLE XI / Section D: Committee Descriptions**

**5. Curriculum Committee**

a. Composition: The Curriculum Committee is composed of nine voting faculty members and one voting student member chosen by procedures established by the Student Senate.

Faculty members of the Committee are considered representatives of the entire faculty. ~~Only one member of a department may serve on the Curriculum Committee at one time.~~

~~Selection of Faculty: To fill annual vacancies, each department which is not represented or which is losing representation, may present the name of one nominee to the Nominating and Balloting Committee.~~ Election is by majority vote of the faculty. Regular term of office shall be three years.

The committee is empowered (in conjunction with the Nominating and Balloting Committee) to ensure that membership terms are staggered so that at least four terms continue from year to year.

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 Offices of Academic Affairs and the Registrar shall also each appoint a non-voting representative.

The Chair: The Chair of the Committee is elected annually by the members of the Committee. The chair must be selected from among the voting faculty members.

Consultants: The Committee may invite as many consultants as it wishes and as often as it wishes.

Quorum: A quorum for electronic voting and meetings shall consist of five voting faculty members.

*[amended 9-2-09, 12-4-13 and 5-3-2017]*

b. Function:

1. (1) The Committee oversees all courses and programs offered by the University. The Committee considers proposals for curricular changes initiated by faculty through the academic program, department and/or cluster approval process ~~departments and other curricular groups~~ and acts to ensure the integrity and coordination of all aspects of the curriculum.

2. (2) The Committee considers and approves, or denies by its own authority, all minor* changes in the curriculum. The Committee publishes minor* changes on the Web. Action on minor* changes becomes official on the twenty-first day after the action is posted, unless a member of the faculty lodges an objection to the change with the Faculty Speaker prior to the twenty-first day.

3. (3) The Committee brings before the Faculty the Committee's recommendations concerning all proposed major* curricular changes.

4.  (4)  The Committee may, by its own initiative, develop and implement curriculum review processes.

*Major and minor are operatively and dichotomously defined. A minor change is one which is not major; a major change is one which either a member of the Curriculum Committee declared major during the meeting at which the matter was deliberated, or a member of the faculty, within 20 days of posting, has declared major to the Faculty Speaker. Upon being declared major, the Faculty Speaker will notify the Chair of the Curriculum Committee and the person responsible for the proposal. The latter person must provide, in a timely fashion, the Faculty Speaker with the proposal and any supporting materials.

*[amended 12/5/07, 5-6-15 and 5-3-2017]*
c. Relationship with other committees:

The Council of Educator Preparation reports to the Curriculum Committee.

*[amended 5-7-97, 5-5-99, 11-3-99, 12-6-00, 12-3-03, 4-7-04, 4-4-07 and 5-3-2017]*