FACULTY MEETING AGENDA
November 7, 2018
3:35 PM
Heritage Commons, Samuel Read Hall Building

Meeting called to order

I. **Approval of the draft minutes** for the October 3, 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 Provost will make a short presentation and will answer questions.)

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.)

Scott Coykendall (Curriculum Committee) and **Lynn Johnson (Academic Technology Committee)** will present oral reports in addition to their written submissions.

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. TLT Report. **See Appendix H.** John Krueckeberg will be available to answer questions.
3. Registrar Update. See **Appendix I.**

III. **Old Business**
None

IV. **New Business**

A. Resolutions of Standing Committees
None

B. 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
November 2018

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The Academic Affairs Committee is currently actively working on two issues:

(1) Revisions to the WPS process and,
(2) Revisions to the severance appeals process.

The latter is under consideration by a subcommittee, and the full committee will discuss it further at our next meeting. We have also been asked by the Provost to begin a discussion about an academic integrity policy for faculty members. The Chair (Sam Miller) met with the presidents of our two faculty unions to bring them into the discussion. The union presidents will take the question of a plagiarism policy back to their union memberships to begin crafting such a policy. I also spoke with the Provost about posting the 'fair use' rules for teaching materials on his website.

Finally, the Chair of the AAC wishes to respectfully remind his colleagues of the policy regarding changes to their course syllabi after the semester has begun, and requests that they refer to the university catalog for these rules. The applicable language begins on page 45 of the current year's catalog.

Respectfully submitted,
Sam Miller, Chair
Academic Affairs Committee

APPENDIX B:

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

Submitted: November 1, 2018
Submitted By: Lynn V. Johnson, ATC Chair
ATC Meeting Date: October 9, 2018

Action Items: Based on the discussion at the October 2018 Faculty meeting regarding the make-up of the ATC Committee the following Motion was passed:

> **Motion**: Any Cluster not represented on the Academic Technology Committee shall be contacted with a request to send a non-voting representative to the monthly Academic Technology Committee meetings. Approved 6-0-0
>
> **Rationale:** The current Bylaws include a statement within the composition of the Academic Technology Committee that allows the Chair to "request others to serve as non-voting members for full or half year renewable terms based on the needs of the committee". Based on this policy, the concern that all Clusters be represented on the Academic Technology Committee could be addressed without changing the current process of electing faculty to the committee based on interest rather than Cluster placement. (Non-represented Clusters 2018-2019: Exploration and Discovery; Education, Democracy and Social Change; Tourism, Environment and Sustainable Development.)
>
> **Follow-Up Action:** Chair will contact the cluster leadership for the non-represented clusters and request that they send a non-voting representative.
> > i.

Discussion Items: There was a lengthy discussion about the questions asked and concerns expressed during the October Faculty meeting regarding motion presented by ATOEC (now ATC) to change the Bylaws: name and function. Some of the topics discussed included: who was responsible for the construction of a long-term academic technology strategic plan that includes the prioritization of purchases; the important status of online education within the committee even though the name revision did not include "online education"; the need to revise the Online Education Policy; and the committee's role in supporting and advocating for increased faculty support. During the November and December meetings, ATC is planning to set 3-5 goals to address the issues identified above, plus other needs as identified. In addition, the Chair was charged with investigating the status of PSU's academic technology strategic plan and report back to the committee at the November meeting.

Other discussion items included the need for faculty and student surveys relating to academic

technology; the need to review existing policies and identify additional policy needs; and the importance of having a representative from Academic Affairs on the ATC and to fill the two open student representative slots (one from student senate).

Next Academic Technology Committee Meeting: November 13, 2018

APPENDIX C:

<div align="center">

Curriculum Committee Report
Chair, Scott Coykendall
November 2018

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We have now filled all of the faculty vacancies on the committee! Thank you to Mary Earick and Jonathan Couser for volunteering.

Please note that those proposals which require a Provost's signature (see below) must be signed before they are submitted to the Curriculum Committee. Due to the volume of proposals, we cannot review proposals that have not been approved by the Provost or designee.

Upcoming deadlines:
All proposals to convert existing programs to 4-credits are required to come to the Curriculum Committee's November meeting in order to make the 2019-2020 catalog. November 9, 4 pm, is the deadline for the November 16 meeting.

In December we will only have an online voting session for minor curricular changes. However, if you need to submit updated materials from an earlier proposal, you can submit them by December 7 for inclusion in our December online voting session.

Our February meeting will be reserved for *new* program proposals or individual course proposals. February 8, 4 pm, is the deadline for the February meeting.

 As always, our March meeting will be reserved for minor individual course modifications and other smaller proposals.

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.

Curriculum approval grid:
The Curriculum Committee has been updating guides and processes to reflect the changing structures of the university. The attached to this report is a Curriculum Approval Flow that shows which approvals and consultations are required for each type of curriculum proposal. This document will soon be posted on the Curriculum Committee page.

New programs:
A reminder that disciplines or clusters who are planning to develop a new program should contact the Admissions office while still in the planning stages. This allows Admissions to prepare a recruiting strategy. For the purposes of recruiting, new programs should ideally be

proposed to the Curriculum Committee in the late spring a full year and a half ahead of the target catalog.

Our next meeting will be held <u>November 16, 2:30-5, in HUB119</u>.

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

CURRICULUM COMMITTEE forms/signatures/consultations for new or revised curricula

Consult the following tables to find the requirements and deadlines for:

Proposal Type	
3+2 agreements	Table 2, page 9
Blanket agreement	Table 1, page 5
Change course level (2000-3000, e.g.)	Table 1, page 3
Change name of existing Program, Major, Option, Minor, or Certificate	Table 2, page 8
Create new discipline code	Table 2, page 8
Delete a course	Table 1, page 5
Delete existing Program, Major, Option, Minor, or Certificate	Table 2, page 9
Experimental Course (1st offering)	Table 1, page 2
Experimental Course (subsequent offering)	Table 1, page 3

Proposal Type	
Minor course revisions that do NOT require additional resources, such as: • course title • course description • prerequisites • grading system • repeatability	Table 1, page 4
Minor course revisions that involve additional resources, such as: • course fee • number of credits	Table 1, page 4
New Certificate Program	Table 2, page 7
New Course	Table 1, page 2
New Degree Program or Major	Table 2, page 6
New Minor	Table 2, page 7
New option or concentration	Table 2, page 6
Revise Existing Certificate Program	Table 2, page 8
Revise existing Program, Major, Option, or Minor (including converting to 4-credits)	Table 2, page 7

Table 1: Forms/signatures/consultations for *individual COURSE Proposals*

Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
New course	• New Course Proposal Form • Syllabus	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster course, consult affected disciplines	• Provost • If discipline course, discipline/program (vote and coordinator's signature) OR • If cluster course, cluster vote and a cluster leader's signature)	Cluster leaders	Any meeting up to February for inclusion in next catalog	
Experimental Course (1st offering)	• Experimental Course Proposal Form • Syllabus	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster course, consult affected disciplines	• Provost Note: Provost also approves Gen Ed designation for experimental courses • If discipline course, discipline/program (vote and coordinator's signature) OR • If cluster course, cluster vote and a cluster leader's signature)	Cluster leaders	Any meeting • Deadline to be considered for online voting is first Friday of the month (results announced the following Friday) • Deadline to be considered for actual meeting is second Friday of the month.	

Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
Experimental Course (subsequent offering)	• Experimental Course Proposal Form • Experimental Course Report • Syllabus	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster course, consult affected disciplines	• Provost • If discipline course, discipline/program (vote and coordinator's signature) OR • If cluster course, cluster vote and a cluster leader's signature	Cluster leaders	Any meeting • Deadline to be considered for online voting is first Friday of the month (results announced the following Friday) • Deadline to be considered for actual meeting is second Friday of the month.	
Change course level (2000-3000, e.g.)	• Curriculum Change Proposal • Syllabus • May require a blanket agreement (see below)		• If discipline course, discipline/program (vote and coordinator's signature) OR • If cluster course, cluster vote and a cluster leader's signature		Any meeting up to February for inclusion in next catalog	

Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
Minor course revisions that involve additional resources, such as: • course fee • number of credits	• Curriculum Change Proposal • Sample syllabus if changing number of credits • May require a blanket agreement (see below)		• Provost • If discipline course, discipline/program (vote and coordinator's signature) OR • If cluster course, cluster vote and a cluster leader's signature		Any meeting up to February for inclusion in next catalog	
Other minor course revisions that do NOT require additional resources, such as: • course title • course description • prerequisites • grading system • repeatability	• Curriculum Change Proposal • May require a blanket agreement (see below)		If discipline course, discipline/program (vote and coordinator's signature) OR If cluster course, cluster vote and a cluster leader's signature)		Any meeting up to February for inclusion in next catalog	

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Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
Delete a course	• Curriculum Change Proposal • May require a blanket agreement (see below)		If discipline course, discipline/program (vote and coordinator's signature) OR If cluster course, cluster vote and a cluster leader's signature)		Any meeting up to February for inclusion in next catalog	
Blanket agreement	• Curriculum Change Proposal		If discipline course, discipline/program (vote and coordinator's signature) OR If cluster course, cluster vote and a cluster leader's signature)		Any meeting	

Table 2: Forms/signatures/consultations for *PROGRAM Proposals*

Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
New Degree Program or Major [Note: must Follow NEW Program Approval Process]	• Curriculum Change Proposal for overall program description and for modified courses • New Course Proposal for new courses • Supporting materials such as market research, comparable programs, etc. • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements for additional documents that may be helpful to your proposal.	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster major, consult affected disciplines	• Provost • If discipline program (vote and coordinator's signature) OR • If cluster major, cluster vote and a cluster leader's signature) • Council of Educator Preparation for degrees involving teacher education	• Cluster leaders • Admissions	Any meeting up to February for inclusion in next catalog	Full faculty vote (via written ballot)
New option or concentration	• Curriculum Change Proposal for overall program description and for modified courses • New Course Proposal for new courses • Supporting materials such as market research, comparable programs, etc. • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements for additional documents that may be helpful to your proposal.	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster major, consult affected disciplines	• Provost • If discipline program (vote and coordinator's signature) OR • If cluster major, cluster vote and a cluster leader's signature) • Council of Educator Preparation for degrees involving teacher education	• Cluster leaders • Admissions	Any meeting up to February for inclusion in next catalog	Notify (by Curriculum Committee report)**

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Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
New Minor	• Curriculum Change Proposal for overall program description and for modified courses • New Course Proposal for new courses • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements for additional documents that may be helpful to your proposal.	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster minor, consult affected disciplines	• If discipline or council program (vote and coordinator's signature) OR • If cluster minor, cluster vote and a cluster leader's signature) • Council of Educator Preparation for degrees involving teacher education	• Cluster leaders • Admissions	Any meeting up to February for inclusion in next catalog	Notify (by Curriculum Committee report)**
New Certificate Program	• Curriculum Change Proposal for overall program description and for modified courses • New Course Proposal for new courses • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements for additional documents that may be helpful to your proposal.	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster certificate, consult affected disciplines	• Provost • Financial Aid • If discipline or council certificate (vote and coordinator's signature) OR • If cluster certificate, cluster vote and a cluster leader's signature)	• Cluster leaders • Admissions	Any meeting up to February for inclusion in next catalog	Notify (by Curriculum Committee report)**
Revise existing Program, Major, Option, or Minor (e.g., change the structure, composition, and/or number	• Curriculum Change Proposal for overall program description • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster major, consult affected disciplines	• Provost • If discipline program (vote and coordinator's signature) OR • If cluster major, cluster vote and a	• Cluster leaders	Any meeting up to February for inclusion in next catalog	

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Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
of credits)			• cluster leader's signature) • Council of Educator Preparation for degrees involving teacher education			
Create new discipline code	• Curriculum Change Proposal • May require a blanket agreement (see above)		• Provost • discipline/program vote and coordinator's signature	Cluster leaders	Any meeting up to February for inclusion in next catalog	
Revise Existing Certificate Program (e.g., change the structure, composition, and/or number of credits)	• Curriculum Change Proposal for overall program description • May require a blanket agreement (see Course proposals grid) • See also Information Regarding Changes From 3-Credit to 4-Credit Curriculum, Including Blanket Agreements for additional documents that may be helpful to your proposal.	• Lamson Library (if significant new resources are needed) • ITS (if significant new resources are needed) • If cluster certificate, consult affected disciplines	• Provost • Financial Aid • If discipline or council certificate (vote and coordinator's signature) OR • If cluster certificate, cluster vote and a cluster leader's signature)	• Cluster leaders	Any meeting up to February for inclusion in next catalog	
Change name of existing Program, Major, Option, Minor, or Certificate	Curriculum Change Proposal		• If discipline or council program (vote and coordinator's signature) OR • If cluster program, cluster vote and a cluster leader's signature)	• Provost • Admissions	Any meeting up to February for inclusion in next catalog	Notify (by Curriculum Committee report)**

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Proposal	Required forms & documents	Consultations (& signatures)	Approvals (& signatures)	Notifications	Curriculum Committee Deadlines	Full Faculty
Delete existing Program, Major, Option, Minor, or Certificate	Curriculum Change Proposal		• Provost • If discipline or council program (vote and coordinator's signature) OR • If cluster program, cluster vote and a cluster leader's signature)	• Admissions • Lamson Library • ITS • Council of Educator Preparation for degrees involving teacher education	Any meeting up to February for inclusion in next catalog	Notify (by Curriculum Committee report)**
2+2 agreements	• Curriculum Change Proposal describing which partner courses will fulfil which program requirements (similar to a blanket agreement)	Programs establishing 2+2 agreements should initiate the process by consulting the Provost and the Admissions office.	• Provost • discipline/program vote and coordinator's signature	• Admissions	Any meeting up to February for inclusion in next catalog	

Council of Educator Preparation is in the process of revising/updating its policies and procedures; those changes, as they are relevant, will be reflected in this chart when they are made available to the Curriculum Committee.

**The Curriculum Committee or any faculty member may declare (within 20 days of the posting of the meeting minutes) a Curriculum Proposal "major," which would require a vote of the full faculty. (See bylaws for exact language)

APPENDIX D:

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Faculty Welfare Committee Report
Chair, Lisa Doner
November 2018

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Faculty Welfare Chair Report – Nov 2, 2018

On Oct 12, 2018 the Faculty Welfare Committee (FWC) met and discussed several items of ongoing work this academic year.

Faculty Survey

FWC is in the process of developing a faculty survey. We have identified the following topics as important for inclusion in the survey:
- evaluation of career experience at PSU including opportunities for advancement,
- perceptions of morale (faculty, staff, students)
- evaluation of the Cluster model from a faculty perspective,
- sense of job security,
- work load and work load compensation, and
- general resource availability for required tasks (including campus directory, web site links, and other information sources).

If there are other elements you feel should be added to the survey, please bring it up at Faculty Meeting or send those ideas to: psu-facultywelfarechair@plymouth.edu

Intellectual Property Policy

FWC has received a revised draft of the proposed new Intellectual Property Policy from Academic Affairs. We reviewed the documents and made editing suggestions. The edited draft will be returned to Academic Affairs for their review. As a reminder, once a draft document exists that meets the approval of both Academic Affairs and FWC it will be presented to the Faculty to review and discuss.

Representation of non-tenure track, non-unionized faculty

FWC is examining the numbers of faculty at PSU who may depend entirely on FWC and PSU's Grievance process because they are not Teaching Lecturers nor covered by union contract. Our current calculations suggest this number is almost 25% of the total faculty. We will continue to monitor policies affecting this group and encourage individuals within this group to share their perceptions and needs with FWC.

Changes in HR Policy on Amorous Relationships

The FWC Chair met with Human Resources representative Caryn Ines to discuss a new Board of Trustees approved policy being implemented at PSU regarding amorous relationships among faculty and between faculty, staff and different categories of students

(undergrad, graduate, postdoc, etc.). FWC agrees that such a policy is needed (and long overdue) to protect individuals who have current or recently ended amorous relationships from unfair consequences in situations where unequal power dynamics exist in the work place. Similar "nepotism" policies exist in most universities to deal with married couples at the same institution, and especially within the same programs. It is extended here to include intimate relationships outside of legal marriage, thus the term "amorous". We recognize that many of the faculty may perceive this as an invasion of privacy and encourage discussion about concerns of potential overreach of this policy. HR intends this to be a protection for individuals with lessor power, not a prohibition of fraternization. Faculty are not prohibited from having relationships where unequal power dynamics exist, but in those situations a plan should be shared with HR about how possibility of discrimination is being managed.

As a reminder, anyone who wishes to contact Faculty Welfare can send an email to:
psu-facultywelfarechair@plymouth.edu

Respectfully,
Lisa Doner, Chair Faculty Welfare Committee

APPENDIX E:

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

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The General Education committee met in October and focused on Thematic Pathways.

At the moment, the committee is determining the next steps forward in defining Thematic Pathways and communicating a process for submitting ideas and gathering perspectives on what Thematic Pathways may look like.

Please continue submitting any Sunset renewals and course proposals to the address below. If you are not renewing a course that is scheduled to Sunset this year, then there is nothing that you need to do.

All Gen Ed related communications and proposals should go the address below, rather than to the co-chairs directly.

Please send all 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

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Graduate Council
Chair, Clarissa Uttley
November 2018

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The October meeting of the Graduate Council was held at Frost Commons on Monday the 22nd. During this meeting we discussed the current structure of the Council, the challenges of member attendance, and updates to the Council bylaws. At our November 25th meeting, we will be discussing graduate tuition, admissions updates, and marketing strategies.

Submitted by: Clarissa M. Uttley, Chair Graduate Council

APPENDIX G:

General Education Coordinator Report
November 2018

I have been thinking a lot about how best to communicate concepts related to General Education to a broad audience. With that in mind, I have been developing a series of infographics. Since the General Education Habits of Mind are extremely important as we move forward with Gen Ed initiatives related to clusters, my first infographic is about the Habits of Mind which I share with you below. Let me know if you'd like a copy of it. You can see the details of the Habits of Mind in the General Education Handbook which can be found here: https://psugened.pressbooks.com/

Also, please don't forget that the First Year Seminar Poster Symposium is right after next month's faculty meeting. For your convenience, there will be shuttles to bring you from the meeting down to the ALLWell Center. The event is Wednesday, December 5, 5:30-7:30pm, ALLWell North. Please support our first year students by attending the event and talking to them about their work.

Thanks!
Cathie LeBlanc (cleblanc@plymouth.edu)

APPENDIX H.

Transition Leadership Team Update

November 2, 2018

Dear Campus Colleagues:

This is the third report from the Campus Transition Leadership Team (Campus TLT) this semester. It covers the month of October.

Last month we reported the expansion of the Campus TLT to include the four speakers we elect every year: Faculty, Operating Staff, Professional/Administrative/Technical (PAT), and Student Senate. The addition has been a boon for cross-campus communication and integrative collaboration. In this spirit this month we invited the Student Senate Speaker, Jacob Shairs, to initiate a student-driven process that will place three students on the Team.

This month the Team primarily focused on the initiative we began at the opening of the summer: creating a cross-campus process that would result in Strategic Working Groups that do not simply make recommendations, but follow-through into an implementation phase. As previously presented to the Fac/OS/PAT bodies, these Strategic Working Groups will be comprised of colleagues from across campus using existing governance structures; additionally this endeavor will both prioritize and communicate the priorities. We moved forward in creating this process in two principle ways: building a web-based platform and exploring possible hurdles so as to not delay implementation.

Web-based platform. As discussed earlier in the semester, the Campus TLT developed a tool for collecting ideas/issues/concerns that might need to be addressed through the Strategic Working Group model. It was important to us that the tool allow for a submission to be anonymous, if desired. In the spirit of transparent communication, all submissions will be available for view and searchable on the Campus TLT webpage; actions taken (such as Strategic Working Groups formed, or ideas deemed by the speakers to belong solely in the purview of their constituency, etc.) will be noted; and progress updates/completions and results will be listed. We are prepared to launch this on November 8th – please look for an announcement with the website address.

Possible hurdles addressed. Some constituency groups have a process already in place to create Task Forces. Traditionally these are fairly short-term groups that may not reach across campus and tend to articulate problems without necessarily following-through into an implementation phase. Therefore by creating a process for forming Strategic Working Groups it was very important to all the members on the Campus TLT to not infringe upon existing governance structures. The key areas of concern that were raised dealt with student and faculty processes. We discussed potential conflicts specifically with Student Senate Speaker Shairs and Faculty Speaker Jung-Mathews, which led the Campus TLT also to meet with the faculty steering committee.

Summarizing our conversation with the faculty steering committee may be helpful for all constituency groups to understand the Campus TLT's sensitivity to not thwarting the voices of governance already on campus, as well as some finer details. The faculty governance structure still will have its process for developing Task Forces on concerns that primarily affect faculty – and with four faculty members on the Campus TLT (including the faculty speaker who plays a pivotal role in creating faculty Task Forces), we believe that there are enough voices on the Campus TLT to call into question any mis-step that could thwart existing structures. Information about constituency based Task Force work will be more readily accessible, helping cross-campus communication. For example if the faculty constituency forms a Task Force to address a faculty issue, the faculty speaker will share the information with the Campus TLT so that it will be included in the public database of work going-on across campus. Additionally, the Campus TLT will provide an improved environment within which all the speakers can continue their tradition of communicating needs for representation on Task Forces. Important to remember in this is that the speakers already have some discretion as to whether Task Force representatives are appointed or elected.

Two important notes about the Campus TLT Strategic Working Group model: 1) We will modify it as we move along. We believe we have a good process, but we need to see how it works "in action." Thus we appreciate in advance, your understanding as we work out any issues including if it impacts current governance structures negatively. With sixteen members, we do believe we have enough "eyes on the road" to prevent the creation of a structure anathema to our commitment to on-campus democracy. 2) The Campus TLT will work with all campus constituencies, including the administration, to ensure that the creation, and work, of all Task Forces and Strategic Working Groups, are being communicated in a transparent way. We have reasons to believe this will happen.

   a. Both President Birx and Provost Dorff have attended several of our meetings and have endorsed our model.
   b. In the past month, President Birx withheld the creation, by the administration, of several Task Forces, specifically hoping to use the Strategic Working Groups process.
   c. The Provost's Council includes a representative from the Campus TLT, keeping communication channels open in the Council's endeavors to create Cluster structures.
   d. There always has been a very good communication between the Cabinet and the Campus TLT- besides having the good luck to have had a least one PAT on the Campus TLT also sit on the Cabinet, President Birx has had a standing commitment since early spring to set aside an hour every week for the Campus TLT to attend Cabinet meetings when the Team has wanted to discuss transition issues.

The Campus Transition Leadership Team appreciates the feedback we receive from you. You can email us individually, or call us; our webpage, starting on Thursday, will have our individual emails, phone numbers, and office locations.

Respectfully,

Lori Armstrong
Betsy Ayotte

JoAnn Guilmett
Annette Holba
Amanda Hutchins
Anne Jung-Mathews
John Krueckeberg (Chair)
Jason Moran
Nikki-Ann Nunes
Karen Schaffner
Jacob Shairs
Matt Wallace
Chen Wu

APPENDIX I

Steps to Improve Curriculum Processing in the Registrar's Office (RO)

With all of the curriculum changes, just some reminders and requests to aid the RO in being as efficient as possible.

Please ensure that the documents are accurate, clear and complete – all relevant fields are filled in and any special requests (like course equivalencies) are clearly noted

• The RO will not be proofing your documents; missing or incorrect information will cause delays in processing and possibly registration errors for your students.
• Unless otherwise noted and approved, all changes will be effective for the following catalog year (ie 2019/20).

Courses – new or changes
• If the course is new, please request a number ahead of time with discipline code and level (CM3xxx). This way, paperwork (including pre/co-requisites), agenda and minutes are clearer. o Please refer to the listing of discipline codes on page 322 of the 2018/19 catalog – if the code you are proposing is not there, please check with us before placing it on your forms ☐ Also, please be aware of Gen Ed coding when selecting a discipline code

> o If the new course is replacing another and students will be prohibited from taking both, please include this statement in the course description of the new course – *"Not open to students who have earned credit for [old course]"*
> o Please note that if pre/co-requisites are affected by your new or changed courses, these changes must be explicit on the curriculum documents; course descriptions are copied and pasted.

• Because the RO processes *ALL* curriculum changes/additions/deletions, including Gen Ed, we often need ample time to process. Depending on our workload, numerous responsibilities and time of the year, it could take anywhere from a few days to a few weeks, especially for last minute submissions and high-volume meetings. o Even if the course is experimental, it still takes time to set it up – we will let you know when it is ready

> o Please take care to submit your documents as soon as possible – receiving a large number of changes in February means many may not be finalized for fall registration; schedule is due to be posted on 3/22/19.
> o Once we let you know that your course has been created & you are looking to put the course on the *next schedule* please share the course section details with the scheduler in your department/cluster. If scheduling has switched over to the RO, please send details to psu-coursescheduling@plymouth.edu.

• Electronic voting allows us to get a jumpstart on processing, but only if we have the time right then to do so. o Please note that it is unnecessary and overwhelming when proposers all call and email multiple people in the RO minutes after the electronic voting results have been circulated

• Regardless of how the approval is documented, we will always let the proposer know when we've finished with our part of the process – whether that process means creating a new course or making some adjustment – so that they know that they can move on to the next step.

Programs – new or changes
• Program changes are massive for the department/cluster *and* for the RO. o Multiple steps are involved, often creating 100s of new courses (and inactivating 100s more) – we work on them using the agenda/minutes as a guide

  o Often, changes are made to proposals after the documents have been submitted to the Curriculum Committee. If documents are not updated to reflect these changes, we must wait for the minutes so that we have a complete set of information to begin making your changes.

  o We will let you know when we are done with your packet

• Please take care to submit your documents at soon as possible – getting a large amount of changes from one committee meeting means it will take a significant amount of time to finish all updates.
• Blanket Agreements are used to make adjustments to DegreeWorks and to reduce the number of Student Requests filed. o Please make sure to include any restrictions or limitations on courses (ie equivalencies)

• Please note that if pre/co-requisites are affected by your program changes, these changes must be noted on the curriculum documents

In another step toward efficiency, the new CourseLeaf product is upon us! It should ease the burden of managing paper, and missing or invalid details on documents as well as processing the documents once approved, but it will not be available for approximately one year. We anticipate kickoff later this semester.