



FACULTY MEETING AGENDA

February 7, 2018

3:35 PM

Heritage Commons, Samuel Read Hall Building

Meeting called to order.

I. Approval of the draft minutes for the December 6, 2017 faculty meeting. *(To be sent via email)*

II. 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

(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. Transition Leadership Team

(The faculty members of the Transition Leadership Team will make a brief verbal report and be available to answer questions.)

E. Updates from the Faculty Speaker/Steering Committee

1) Faculty Elections

2) Principal Administrator Evaluation Task Force:

Faculty Bylaws, Article IX.C.5: "At intervals of not more than five years, effective Fall 2009, the Steering Committee shall appoint a Task Force to coordinate faculty evaluation of the Principal Administrators."

III. Old Business

None

IV. New Business

None

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:

Academic Affairs Committee Report February 2018

The Academic Affairs Committee has not met since the last update. Our January Jamboree session for faculty feedback on the latest draft of the academic integrity policy got canceled, and we will be looking for an alternative time and venue to solicit feedback.

The AAC has drafted a revision to the excused absence policy to ensure that students are given a timely option to make up missed work, and will bring it forward after we've met this semester.

Dr. Emma Wright,
Academic Affairs Committee Chair

APPENDIX B:

Academic Technology and Online Education Committee (ATOEC) Report February 2018

Submitted By: Lynn V. Johnson, Chair

Meeting Date: December 19, 2017 (rescheduled from December 12, 2017)

NOTE: This meeting had a limited agenda in order to act on one Old Business and two New Business funding proposals before the end of the year.

Old Business Agenda Item:

Revisit: WeBWork Proposal (Justin Wright and Emma Wright)

Recommendation from 11-14-17 confirmed: *WeBWork Update:* Approved provided it works in development; ITS recommends Math Department host at WeBWork instead of here based on logistics; Concerns about support for the tool since it is Open Source; When it gets to the point where it is economically feasible to host it here we can revisit support in the future.

New Business Agenda Items:

- 1) Technology Innovation Project Proposal:
 - a. 3D Virtual Anatomy Table – Julie Bernier
- 2) Technology for Enhanced Learning Spaces Proposal
 - a. Laptops with SPSS/Laptop Cart - HHP

Action Items: (Motion Description/Vote)

Technology Innovation Project Proposal: 3D Virtual Anatomy Table – Julie Bernier

Description of Motion: To approve the 3D Virtual Anatomy Table TIP Proposal: The project involves the implementation of large touch screen- Dell multi-touch capacitive monitor, a table/cart system (see below) that can be positioned upright, at an angle, or flat like a table so that students can stand around the table to study the anatomy as if it were a (virtual) cadaver. The software to be implemented is the Visible Body Anatomy Atlas which includes 3D models of bones, ligaments, bursae, skeletal muscles, nerves and blood supply. The muscular images include information about innervation, origins and insertions. All of the anatomical models are 3D and fully interactive with zoom, pan, rotate and dissect. Common muscle actions are available in 3D animations and there are also 3D models of normal function, common conditions, and injuries. Requested technology: 84” Dell multi-touch capacitive monitor with table stand; Visible Body lab seat license (annual fee); Visible Body lecture license (annual fee); Mac Mini or iPad; Apple accessories; Driver; Instructor iPad Pro, 256 WIFI+ cell. (Full budget included in December ATOEC Minutes.)

Action: Revision to original motion: Annual Licensing fees removed from motion. Fees will be paid annually by department. Julie Bernier will pay cellular data fees associated with Instructor’s iPad Pro (wifi + cell). (Cell rationale: To compensate for potential absence of WiFi)

Action on Revised Motion: Vote: In Favor (10) Opposed (0) Abstain (0). Motion approved.

Technology for Enhanced Learning Spaces Proposal: Laptops with SPSS/Laptop Cart - HHP

Description: Motion: To Approve funding proposal for Laptops with SPSS/Laptop Cart to go forward to budgeting process. The project To provide access to SPSS software for HHP courses that will be taught in the PE Center (renovated). (Currently classes are limited to the availability of the one lab on campus that has SPSS. This lab is typically only available on Friday.) In addition, to provide access to laptops for multiple courses and student research data analysis when they are not being used in a course. Requested technology: 32-Device Charging Cart for Chromebooks™ Laptops and iPad® Tablets; 26 Dell laptops with SPSS software.

Action: Vote: Tabled for further information regarding cost of SPSS software

Discussion Items:

No discussion items included on limited agenda. Committee function discussion will continue during February 2018 meeting.

APPENDIX C:

Curriculum Committee Report February 2018

Submitted by: Hilary Swank, Curriculum Committee Chair

Catalog Deadlines:

CATALOG DEADLINE FOR SUBSTANTIVE CHANGES

(anything requiring signature of a dean):

February 5th by 11:59:59pm

CATALOG DEADLINE FOR MINOR CHANGES

(anything requiring only department approval):

February 19th by 11:59:59pm

Four Credit Composition: In November, the committee approved changing EN 1200: Composition from 3 credits to 4 pending changes in the General Education program that would prevent the total number of Gen Ed credits from increasing. In December the faculty approved changes to the General Education program that met this criterion. Therefore, beginning in Fall 2018 with the 2018-2019 catalog, EN 1200 will be offered as a four-credit course.

Summer Bridge Program (formerly Plymouth Pathway Program): Led by Jason Moran, a group of faculty and staff is working on development of the 2018 summer bridge program. Because curricular development is part of that work, the Curriculum Committee appointed a representative to the group. Scott Coykendall is serving in this role. Each month the committee's report will contain updates on this work.

Clusters and Curriculum: The committee is continuing its efforts to provide the flexibility needed for innovation while maintaining consistency and integrity of academic experiences. In response to faculty requests, the committee has developed a temporary mechanism by which clusters can begin to propose and oversee curriculum as departments dissolve.

Although there will be no cluster codes at this time, courses that will be managed by a cluster rather than a department can be submitted for approval with either a specific discipline code or with the IS code if the course is inter-, cross- or multi- disciplinary. Clusters can also propose programs.

Curriculum proposal forms will be updated to include a space for cluster votes and cluster signatures. In the meantime, votes and signatures can be included separately with proposals. Because each cluster is organized differently, cluster leaders will need to provide the committee with a description of how curriculum is managed at the cluster level, who is authorized to sign off on curriculum proposals and the total number of eligible voters.

Although the committee recognizes the sense of urgency associated with Clusters and Curriculum, it is very busy with standard curricular business through the catalog deadline in February. In addition, the committee provided a report in August explaining the rationale behind its decisions about timing and focus of committee work. Feedback via the Curriculum Chair email (psu-curriculum-chair@plymouth.edu) or discussion with any committee member is always welcome.

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:

- February 16th & 23rd HUB Student Senate Room
 - Deadline: February 5th by 11:59:59pm
CATALOG DEADLINE FOR PROPOSALS REQUIRING SIGNATURE OF A DEAN
- March 16th HUB Student Senate Room
 - Deadline: March 5th by 11:59:59pm
- April 20th HUB Student Senate Room
 - Deadline: April 9th by 11:59:59pm
- May 18th HUB Student Senate Room
 - Deadline: May 7th 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:

- February 19th by 11:59:59pm
CATALOG DEADLINE FOR CHANGES NOT REQUIRING SIGNATURE OF A DEAN.
- April 23rd 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 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 31st.

Curriculum Procedures:

- Procedures: Please submit one electronic file (PDF) to 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:
 - Because of the sheer volume of curriculum proposals expected in February, the committee cannot consider proposals submitted after the deadline or that do not have all required components.
 - 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 with your questions.

APPENDIX D:

Faculty Welfare Committee Report

February 2018

Submitted by: Lisa Doner, Chair

Faculty Welfare continues to meet with Deans, Cluster Heads and IT administrators regarding P&T and Intellectual Property with the cluster transition.

APPENDIX E:

General Education Committee Report

February 2018

Submitted by: Wendy Palmquist, Chair

The General Education Committee met December 11, 2017. With the Faculty having passed the revisions to the Gen Ed program at the December faculty meeting, after completing the approval of two new Gen Ed courses, the committee continued work on new ideas associated with the program. A forum on themed Gen Ed was held December 8, and the results of that forum were discussed. One major idea emerging was the need for student input on Gen Ed and particularly on FYS and themed tracks. Several options were discussed for how to get this input and this will be discussed further at our first February meeting.

A discussion was started on what we are looking for when a Gen Ed course goes from three credits to four credits. Composition has already been approved for four credits. FYS is not applying right now, but is still considering such a transition in the future. What effect might the changes in Directions courses to four credits have on the Gen Ed designation? This discussion will continue at our first February meeting, which already has several such proposals in the pipeline. Also needing to be discussed is the possibility of Gen Ed courses with less than three credits. Will some of the toolkit courses have enough Gen Ed in them that they should be considered? Might themes be incorporated into courses with fewer credits? And how will the Habits of Mind material be a part of courses in transition? All these issues need further discussion!

Our first meeting of the year is February 12, followed by February 26. Proposals are due one week in advance. Thus, proposals submitted by the first Monday of the month will be considered at the first meeting of the month (the second Monday) and proposals submitted by the third Monday will be considered at the second meeting of the month (the fourth Monday).

APPENDIX F:

Graduate Council February 2018

The Graduate Council held its fifth meeting of the year on January 22nd in Frost Commons. The minutes from our November 27 meeting were accepted with one correction regarding member attendance. A December meeting was not held.

We discussed a developing idea with Jen Boutin, from admissions, about matriculation dates for graduate programs. Many of our programs utilize rolling admissions and there were concerns from the group about how this may effect program enrollments. Jen will be returning for the February meeting to continue the conversation. We also discussed an on-going concern about the online graduate application not working properly. Beginning in November applicants have not been able to save applications but have needed to complete them in a single sign-on. Jen was going to be testing a possible fix after our meeting.

A draft Academic Standing Policy was brought before the council for vote. The draft policy was begun by the previous Graduate Policy and By-laws Committee and was completed by Graduate Council members Eric Hoffman and Ann Berry. Minor revisions were made on the draft that included holding students accountable for program GPA as opposed to cumulative GPA, allowing a single calendar year or two terms for students to correct probationary issues, and moving appeals to the Academic Affairs Committee. The policy with revisions was passed by the council and will be brought to Academic Affairs for adoption after which the two committee chairs will jointly bring the policy to full faculty.

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