Meeting called to order.

- Lynn Johnson will be filling in for Mary Earick.
- We will start attaching Robert’s Rules to all meeting minutes starting in the Spring semester.
  1. Voting on minutes: The faculty does not need to vote on the minutes. Recommendations to change the minutes may be proposed.
  2. Friendly Amendment: There are no such thing as friendly amendments. Once you make a motion and someone seconds it, it is a motion.

I. Approval of the draft minutes for the 10.02.19 and 11.06.19 faculty meeting. ([LINK to Minutes](#))

- The ordering of the minutes needs to be adjusted.

II. Reports

A. President

   
   (Distributed via email from the President’s Office)

   No questions.

   The faculty recognized Chief of Staff Gail Mears for her years of service.

B. Academic Affairs Provost

   (Linked via President’s Monthly Report)

   - Foreign and Domestic Travel Committee:
     - Barbara Lopez-Mayhew is our faculty fellow in Global Education. This committee was put together to establish plan for domestic trips; academic and service related. The committee will assist faculty in how to proceed when you want to arrange a domestic trip. The committee has discussed the creation of an online form to gather information: what are net steps, who needs to be involved, and analyze for risk assessment. It was recommended to submit your proposal as far in advance as possible.
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.)

All reports are attached except General Education.

Academic Affairs Committee:
- Resolution relative to the summit program
  - The Academic Affairs Committee and the Faculty Steering Committee developed up with a task force created to oversee the development of the program.
  - The taskforce will research and propose how the program should be supported.

General Education Committee:
- The committee now has all fall proposals and the voting will go in phases based on when they were sent in.
- If you are sunsetting a class, it will not automatically happen. Paperwork will still need to be submitted.
- You will still need to go in and create a new course before obsoleting the old course.

Curriculum Committee:
- The committee thanks you for your patience with the CIM process. There are some issues with the design of CIM and the Curriculum Committee and Registrar’s Office will continue to work on this.
- The CC will be meeting in January for an online voting session but also on January 20 at 12pm. This will allow two or three full program changes to be able to look at large proposal packages and if we spotted issues. Program announcements will be made soon.
- All proposals will now need to go through CIM. It’s great so you can see where you are in the process.

D. Any other reports

Faculty Governance Taskforce
(See Appendix G. Stephen Flynn will be available to answer questions during the meeting.)

Promotion, Tenure, and Evaluation (PT&E) Advisory Group
(See Appendix H. Rebecca Grant will be available to answer questions during the meeting.)
Block Scheduling Grid Working Group

(See Appendix I. John Krueckeberg and Pamela Anneser will be available to answer questions during the meeting.)

Q: Is there any discussion of a different implementation plan?

- Cabinet approved group to slow down. There is a student survey that will be going out to ask for student feedback and participation.

### III. Old Business

#### 2019-2020 Elected and Appointed Committees Vacancies and Appointments

(Committee Chairs will be available to answer questions during the meeting.)

2020-2021 Call for vacancies will come out next semester and encourage you to participate in the committee. Encourage you to check the committee meeting schedule so that you are able to attend.

- Academic Affairs Committee is still looking for one full-time faculty member and an observer. The AAC meets on the third Monday and the fourth Friday of each month.

### IV. New Business

#### A. Resolutions of Standing Committees

The Steering Committee shall organize a Taskforce to consider adopting the Ascent Program (Submitted by Academic Affairs.)

**Goals:**

- establish a reasonable duration for the Ascent pilot program
- develop a coherent and measurable set of goals and methods for the evaluation of the efficacy of both the program (e.g., financial benefit or burden) and student participants (e.g., academic standing) on an annual basis.
- identify the short-, mid- and long-range resource needs for the program with particular attention on identifying those services and supports critical to this student population
- identify the campus stakeholders for this program and a mechanism for collaborating with those stakeholders, as well as the relevant processes for shared governance
- propose a realistic plan to recruit and retain faculty resources to teach in this program
- discuss and recommend a leadership model to implement and manage the program (to ensure the model can be funded as presented.)
- articulate the tasks and timelines associated with implementing and operationalizing this program

**Composition:**

The task force will be comprised of:
• five faculty—including (if possible) one each from the Curriculum, General Education, and Academic Affairs Committees, and two at-large volunteers. The Associate Provost will select one faculty member to chair the group.
• consulting members from the Offices of Admissions, Counseling, and TRIO, plus one Student Success Coach, the Coordinator of New Student Programming, and the Provost or Associate Provost.

**Timeline:**
The task force shall meet the week of December 16, and thereafter as often as necessary in order to complete their charge. Their final recommendations should be presented to the President's Cabinet on January 21, and to the full faculty on February 5.

The call will be coming out this week to send recommendations to Cabinet on 1/21.

**B. MOTIONS:**

1. **MOTION**

   **Motion** (Rebecca Grant, Faculty Welfare Committee, Interim Chair), to amend the Faculty Bylaws, Article XI. Committees, D. Committee Descriptions, 6. Faculty Welfare Committee, a. Composition, as indicated below, to change the requirement for the non-voting member from tenure track to full-time, to strike paragraph three to delete redundancy, and to update position terminology (text to be deleted struck through, text to be added in **bold**).

   - Motion, seconded.
   - Discussion:
     - All PPC have a paragraph similar to this, so if we make this change, does this compel the other committees to make the change.
     - Change: found that tenure-track requirement is only in the Faculty Welfare Committee.
   - **Motion passed.**

6. **Faculty Welfare Committee**

   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 Finance and Administration, 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 **full-time** faculty member of the committee, with a one-year, non-renewable term, and one voting **adjunct teaching lecturer** faculty member. The
non-voting tenure-track full-time faculty member should have not more than five years’ service at PSU and will be appointed by the Faculty Speaker. The voting adjunct teaching lecturer faculty representative will be elected annually by the adjunct teaching lecturer faculty using a process determined by and managed by the adjunct teaching lecturer 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.

2. Motion: (Jay Cordeira, Chair of Academic Affairs Committee) Any student who has earned an Associate’s Degree in the last three years from an accredited Community College will be guaranteed admission to Plymouth State University, with the following conditions:

Conditions: To apply students must submit the Panther Application, Common Application, or NH Transfer Application. Any student who earned their Associate Degree more than three years ago will follow the standard transfer application process. Guaranteed admission does not imply guaranteed acceptance into degree programs. A review of all Associate and post-Associate transfer credits will take place after the point of admission. All transfer credits will be reviewed following Plymouth State University’s standard course evaluation practice unless the student qualifies for an applicable articulation agreement.

Catalog Change: Catalog 2019-20 change to p. 11 under the heading “Undergraduate Admission” and under sub-heading “Admission Policy”: Add above-mentioned motion and conditions as new section.

- Motion, seconded.
  - Motion simplified by removing some language and then added some language to the conditions to clarify what the admissions office wanted to do.
  - Guaranteed admissions does not imply guaranteed acceptance
  - Removed "any student that has taken coursework since they're...

Q: Are there degrees that their credits won’t transfer?
• Yes, there is still a credit transfer evaluation.

Q: Will all the students become undeclared students or will there just be a list of certain programs that will not allow these students in without further review:

• We added this in because of Nursing and other programs like that. Transfer admission counsellors are well-versed in this language. Applications are viewed on a major by major basis

Q: What would be the best approach for advising these undeclared majors?

• Currently the practice is that all students work with a transfer advisor and are transferred to a faculty advisor (program advisor or success coach)

  - Vote for all voting to call the question: Passes with Ayes
    - Motion passed.
    - Roberts Rules: Abstainers don’t vote.

C. Discussion Items
   None

Adjournment 4:23 p.m.

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
December 2019

The Academic Affairs Committee (AAC) met on Monday 18 November, Friday 22 November, and Monday 25 November. The first meeting was normal business, the second meeting was a grade appeal hearing, and the third meeting was added at the request of the Steering Committee and the Office of Academic Affairs.

The 18 November meeting focused on reviewing the withdrawn motion from the November 2019 faculty meeting related to “automatic” admission for applicants with Associates Degrees. The revised motion clarifies the conditions associated with admission, including language that guaranteed admission does not imply guaranteed acceptance into degree programs and that a review of all Associate and post-Associate transfer credits will take place after the point of admission. The committee briefly discussed the withdrawn motion regarding the number of credits required for academic minors, decided the task was indeed a large endeavor to define what exactly a minor “is”, and decided additional time and effort is needed. The committee also undertook new business regarding policies to limit the number of times a student may audit the same course. This policy relates to whether or not someone who has already audited a given course should potentially “take the seat” of someone who needs the course to graduate. The committee will look into whether or not audit policies exist at our comparator institutions.

The outcome of the special Monday 25 November meeting was to hear from Marlin Collingwood and the Admissions Office regarding the “Summit Program”. The committee endorsed the Summit Program with a number of conditions that resulted in a request/charge for a Task Force to oversee its implementation and evaluation as a Pilot Program. Additional information provided by the Steering Committee in the Faculty Meeting Agenda.

Submitted by Jay Cordeira, Chair of Academic Affairs Committee
APPENDIX B:

Plymouth State University Academic Technology Committee (ATC)
Daniel Lee, Chair
December 2019

Submitted: November 26, 2019
Submitted By: Daniel Lee, ATC Chair
ATC Meeting Date: November 12, 2019

Action Items:
• The Committee continue working in two working groups: 1) one charged with defining the academic technology strategic plan on campus and 2) another charged with updating online education policies.

Next ATC Meeting: February 11, 2019 – 3:30-5:00 pm – HUB 123
Curriculum Committee Report for December Faculty Meeting

The Curriculum Committee met Friday, November 20. Our next meeting is Friday, January 17 (at 12 pm), in HUB 119.

Actions taken:
Including our online session at the beginning of the month, we considered 39 proposals in November.

Reminder, effective January 2020, faculty who wish to teach an initial offering of an experimental course will need the approval of their program or cluster, program/cluster coordinator, and the Provost or Associate Provost (who will notify the Curriculum Committee of the offering). Initial offerings of experimental courses will not need Curriculum Committee approval.

The procedure for second offerings of experimental courses has not changed.

Other discussions:
The committee also discussed the initiative from the Career Development Office to better understand internship practices and expectations across the curriculum. We endorsed their plan to form a working group to further investigate the issues and make recommendations. We discussed some of the details surrounding the creation of IS equivalents in the INCAP implementation plan and made some broad recommendations. And we briefly discussed the preliminary proposal for the Summit program presented at the last Faculty meeting.

Curriculum Deadlines:
While November 26 was the final deadline to get proposals to the Provost for the Curriculum Committee to consider this winter, the Committee will continue to accept those proposals that do not require Provost-approval through December 13. These include minor changes such as addition or removal of a prerequisite or course restriction, name or description changes, blanket agreements, and the like. Please use the CIM system to submit these proposals.

Scott Coykendall, 2019-2020 Curriculum Committee Chair

The Curriculum Committee meets the 3rd Friday of each month during the academic year from 2:30-5

Commonly sought links for the Curriculum Committee:
• Curriculum Guide
• Required Forms, Signatures, Consultations, etc. for New or Revised Curricula
• Syllabus Checklist
• Creating Blanket Agreements
• New Program Approval Process & Template
• Changing 3-Credit Programs to 4-Credit Programs
Appendix D:

Faculty Welfare Committee Report
Rebecca Grant, Interim Chair
December 4, 2019

During the Faculty Welfare Committee meeting on November 8, 2019, we continued our work on the Faculty Handbook. We created a plan for reaching out to constituents, and will be reporting back to the committee at our December meeting.

In addition, we reviewed our bylaws and discussed revisions as proposed in the motion included in this agenda, we continued our discussion regarding our spring faculty survey, and reviewed a faculty request for payment clarification for summer work.

Our next meeting will occur at 2:30pm on December 13th in Rounds 304A.

As a reminder, anyone wishing to contact the Faculty Welfare Committee can send an email to: psu-facultywelfarechair@plymouth.edu
Respectfully,
Rebecca Grant, Interim Faculty Welfare Committee Chair
APPENDIX E:

General Education Committee Report
Kate Elvey; Joey Rino, Co-Chairs
November Report From Graduate Council
Ann Berry, Graduate Council Chair

Graduate Council did not meet in November due to holiday conflicts with the 4th Weds of the month.
The Graduate Council Advisory Group did meet on Nov 3rd. GCAG is made up of representatives from various Clusters and those who provide services to graduate students. The Group had been asked by the Academic Affairs Committee to review the Graduate Academic Standing Policy. The Group looked at policy, correspondence and resources that are available to graduate and undergraduate students at separation. The charge is to develop a policy that is equitable while being mindful of part time student status and related challenges when raising a GPA in a short timeframe. The Group will meet again on December 3rd and will make recommendations to the AAC on any necessary policy changes for graduate programs.
On October 21st the Faculty Governance Steering Committee selected a Faculty Governance Taskforce. The Faculty Governance Taskforce met on 11/1/19 to discuss our charge and initial objectives. During this meeting we decided an initial step would be to survey the voting faculty members to determine initial interest in the creation of a senate model of faculty governance. The survey was available for all voting faculty members between 11/18/19 and 11/21/19. In total, 116 individuals responded to our survey.

The first question stated the following:

The Faculty Governance Task Force would like to focus on a proposal for a representative form of governance (senate model) to replace our current "town hall" form of governance. Assuming we could reach consensus on an alternative proposal, would you be open to eventually voting to change our current governance structure?

90 individuals (77.59%) responded “yes” to the aforementioned question and 26 (22.41%) responded “no.” The votes support the Taskforce’s charge.

The second question stated the following:

If you were to suggest a different focus for the Governance Taskforce, what would you suggest we work on?

74 individuals responded to this question. Qualitative data provided the Taskforce with rich descriptions of what respondents hoped for. While the rationale respondents provided varied, the majority of participants reflected a desire for a new governing structure based on the senate model.

The Faculty Governance Taskforce will use both data sources for their initial decision-making process.

-The Faculty Governance Taskforce-
During the month of November, we completed reviewing the current promotion and tenure guidelines for all levels of faculty as outlined in the collective bargaining agreements and the Faculty Handbook. We have invited research and clinical faculty members to our upcoming meetings to discuss their appointments in relation to the policy guidelines as stated in the Faculty Handbook.

During winter break, we will begin the research phase of our charge to gather promotion and tenure information regarding research and clinical faculty appointments at comparator schools. Please do not hesitate to contact a member of the group with any questions or concerns.

Respectfully,
Brad Allen (Professor of Business; Tenured Faculty)
Jean Coffey (Associate Professor of Nursing; Pre-tenure)
Rebecca Grant (Teaching Faculty in English; PT&E Advisory Group Communication Liaison; Pre-promotion)
Khanh Lai (Assistant Professor of Social Work; Pre-tenure)
Cathie LeBlanc (Professor of Digital Media and Coordinator of General Education; Tenured Faculty)
Trish Lindberg (Professor of Integrated Arts and Artistic Director of ETC and TIGER; Tenured Faculty)
Ann McClellan (Professor of English & Associate Provost; Tenured Faculty)
Anil Waghe (Associate Professor of Chemistry; Tenured Faculty)
Christin Wixson (Associate Professor of Scholarly Communication; Tenured Faculty)
Emma Wright (Associate Professor of Mathematics; Tenured Faculty)
APPENDIX I:

Report from the Time Block Scheduling Grid Committee
December, 2019
John Krueckeberg (co-chair)
Pamela Anneser (co-chair)

Survey Response

We would like to thank everyone who responded to the Scheduling Survey we sent out in early November. We received 169 responses, which were very helpful to us in highlighting issues related to the draft Mon/Thurs, Tues/Fri schedule that was shared during University Days.

As you know from Associate Provost Ann McClellan’s email sent on November 25, that draft schedule is no longer under consideration. Based on the survey responses we received, and after our own careful analysis of the draft schedule, we have determined that this model would not be workable.

The top three concerns that were raised in the survey included:

- the negative impact on students’ ability to work on Fridays/weekends;
- the difficulties it would create for Teaching Lecturers who teach at multiple institutions, most of which have MWF and TR schedules;
- the potential for creating another party night, this time in the middle of the week.

All of these concerns seemed to us to have merit. In addition, the proposed schedule would not have allowed adequate time between classes for students to travel to all areas of campus.

Next Steps

Our committee has been charged to develop a scheduling grid that will reduce the number of conflicts for students and make the most efficient use of our classroom space. We need to respond to the 2017 charge from the Board of Trustees, which directs “each President to take such steps as may be necessary to adjust their respective institutional calendars to maximize the effective and efficient use of resources available to each institution including, but not limited to, making full use of…all days of the week.”

We have been asked to provide that new schedule by January 1, so that programs can start working on scheduling Fall 2020 classes as soon as possible.

The biggest challenge in developing the schedule is to design a grid that accommodates both 3- and 4-credit classes, as PSU currently allows for both, and offers as many time blocks as possible. We are in the process of developing a model that we think will work.

We will be finalizing the new schedule within the next several weeks. We are taking into account the concerns raised in the survey responses and will be seeking input from students. We have
also made a commitment to ensuring that students will have at least 15 minutes between classes to travel across campus.

The schedule we propose will not leave one full day in the week free, though we are trying to block out a shared meeting time for one afternoon a week.

For more information
As mentioned above, our committee has been charged to provide a new scheduling grid by January 1. We will be meeting as needed between now and then in order to complete that task. If you have questions or suggestions, please contact any member of the committee.

Respectfully submitted,

Pamela Anneser (co-chair)
Lori Armstrong
Julie Bernier
Pat Cantor
Gary Goodnough
John Krueckeberg (co-chair)
Tonya LaBrosse
Ann McClellan
Emma Van Ness
Anil Waghe
Marsi Wisniewski
Sharon Zec