

  
**Plymouth State**  
UNIVERSITY  
**FACULTY MEETING AGENDA**

December 4, 2019

3:35 PM

Heritage Commons, Samuel Read Hall Building

**Meeting called to order.**

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

**II. Reports**

**A. President**

*(Distributed via email from the President's Office)*

**B. Academic Affairs Provost**

*(Linked via President's Monthly Report)*

**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. 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 Committee

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

**III. Old Business**

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

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

**IV. New Business**

**A. Resolutions of Standing Committees**

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

**Goals:**

- establish a reasonable duration for the Summit 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 a 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 insure 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 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](#).

**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**).

## 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~~ **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~~ **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 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.

**C. Discussion Items**

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 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

## APPENDIX C:

### Curriculum Committee October Report Scott Coykendal, Chair December, 2019

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 Coykendal, 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 13<sup>th</sup> in Rounds 304A.

As a reminder, anyone wishing to contact the Faculty Welfare Committee can send an email to: [psu-facultywelfarechair@plymouth.edu](mailto:psu-facultywelfarechair@plymouth.edu)

Respectfully,

Rebecca Grant, Interim Faculty Welfare Committee Chair

**APPENDIX E:**

**General Education Committee Report  
Kate Elvey; Joey Rino, Co-Chairs**

## **APPENDIX F:**

### **Graduate Council Ann Berry Graduate, Chair December, 2019**

November Report From Graduate Council  
Ann Berry, Graduate Council Chair

Graduate Council did not meet in November due to holiday conflicts with the 4<sup>th</sup> Weds of the month.

The Graduate Council Advisory Group did meet on Nov 3<sup>rd</sup>. 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 3<sup>rd</sup> and will make recommendations to the AAC on any necessary policy changes for graduate programs.

## APPENDIX G:

### Faculty Governance Taskforce Stephen Flynn December, 2019

On October 21<sup>st</sup> 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-*

## **APPENDIX H:**

### **Promotion, Tenure, and Evaluation (PT&E) Advisory Group November 22, 2019**

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

