FACULTY MEETING MINUTES
March 4, 2020
3:35 PM
Heritage Commons, Samuel Read Hall Building

Announcement:
PSU Summit Day (see appendix)

Meeting called to order.

I. Review of the draft minutes for the 02.05.20 faculty meeting. (LINK to Minutes)
Edits: None.

II. Reports

A. President
(Distributed via email from the President’s Office)

Donald Birx, President

PSU had a successful open house. Enrollments are higher than they have been in five years with retention also appearing to be up as well.

Coronavirus Reports:
With spring break travel, we may be the most susceptible to COVID-19 after faculty and students return. Please think about ways that you can add remote learning to your courses (see email from the Office of Academic Affairs) We can isolate in two locations across campus, but if there is a breakout, campus will be limited. Please prepare and be ready and we are looking at every precaution to keep as all as safe as possible.

Huron Consulting Group:
Plymouth State met with Huron consultants last week and there will be several focus areas:

- How do we work better across systems? (IT, for example) We are working on a more distributive format that may include shifting people across locations. There are many conversations with Bill Poirier and Tracy Claybaugh on the backline budget. The steering committee will include representatives from
faculty, OS, PAT and Student Senate. Conversations will continue the week after spring break. Huron will provide PSU with an advisory report on how we structure and how we may be more efficient as next to our comparators. What we do with that information is up to us.

You will get a chance to talk to Huron, and they will have some useful advice and feedback in the month of May. An official report will be available on June 6. (see slideshow on the website)

Any questions? None.

B. Academic Affairs Provost
(Linked via President’s Monthly Report)

Ann McClellan, Associate Provost

Academic Technology Report:
The Board of Trustees is not asking PSU to follow SNHU’s online model but is asking about ways to diversify demographics through online courses. The USNH presidents have been discussing online strategies and what do, what we want to do, and how do we work together in the system. We are working on our niche areas and conducting an inventory of what we are offering across the system. We have worked on creating a list of all online courses across the system to differentiate programs. No one has said that we have to close these programs, but we need to work better as a system and adapt to the changing educational markets.

Provost Report
- A concern was voiced about the ITS consolidation and the concern of losing our onsite helpdesk. Experience with UNH helpdesk is not as efficient.
  - Ann: Our people have been working hard to explain the context of our IT teams, and we rely on their expertise. The model of a single track doesn’t match our campus so we are helping the system understand the complexities on campus.
- A concern was voiced about the academic technology support piece. Not having adequate technology support is a concern.
  - Donald Birx: Please put together your faculty thoughts and the presidents will take this to the trustees and Bill Poirier. This would be helpful and will give more leverage to work with USNH on this. (Mary Earick will send out a survey)
- There was a question on the bookstore and how to transition in ordering materials for the fall.
  - Ann McClellan: We have been going through the process of a system-wide contract and have narrowed down to two vendors: Follett and Barnes and Noble College. We are still waiting on final details and
there will be an announcement soon. Proceed with your normal bookstore ordering to prepare for your fall classes. There is a higher education law (the Higher Ed Opportunities Act of 2008) that you are supposed to have your textbooks listed before your classes are listed.

- There was a question regarding attendance tracking and if we know why faculty have failed at completing this task?
  - Ann McClellan: There were 98 faculty members that did not report attendance, but I did not ask why they had not done so. Not reporting attendance causes lots of conflict for students, their financial aid eligibility, our faculty, and staff.
  - There was a recommendation to put something on a calendar for this.
    - Reminder that the second round of attendance tracking is scheduled to begin the Monday after Spring Break for two weeks.
  - 13 students were severed from the University because they weren’t attending classes.
  - There was a question on what UNH does to comply to this federal rule.
    - Ann McClellan: This is a new practice and we are all trying to figure out what works. Good question for the Registrar’s Office.
    - Donald Birx: Attendance reporting also helps in being able to get to those students who may not be succeeded in the first six weeks of class and catch them before they are far gone.
      - There were 150 people on the initial list. Frost House staff spent time to get this number to 13 by tracking these students down in their residence halls.

Please send Cathie LeBlanc any cluster experiences you have for the fall. We are trying to create a webpage to advertise to students.

C. Principal Policy Making Committees

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

No questions.

General Question: When a student comes in with a catalog, is that a contract with student? If their catalog states that a student can participate in Commencement with
90 credits, but the policy was changed, who approves the policy changes and when do they come into effect?

- Ann McClellan. Academic policies that go through Academic Affairs Committee can change each year and are posted on the website. The contract with the student is the degree requirements. Commencement participation has been the same policy for the last few years. Last year’s policy said, if you want to participate, you have to have earned 90 credits by October in order to participate in Commencement. We are now allowing students to count the fall and early spring semester credits. If a student has earned 105 credits by February, they may participate in commencement ceremony. That does not include the “in-progress” credits for spring. Students are getting confused in the “in-progress credits” in Degree Works. At least 54 students who had not met the Commencement requirements were allowed to appeal and walk last year who did not return to complete their degrees this year. We are trying to be much clearer so that students understand where they stand in their degree completion process and so they actually complete their degrees.

D. Any other reports

Faculty Governance Taskforce
(See Appendix G. Stephen Flynn will be available to answer questions during the meeting.)
- Mary Earick will send the charge for this task force out to faculty.

Open CoLab
(See Appendix H. Robin DeRosa will be available to answer questions during the meeting.)

- Robin DeRosa: (Handouts) One-third of the students are coming into Interdisciplinary Studies as seniors. We would like if you have an advisee who is failing or considering transferring, please ask them to stop by IDS before they leave college.

Promotion, Tenure, and Evaluation (PT&E) Advisory Group
(See Appendix I. Rebecca Grant 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.)

Vacancies:
- Grievance Resolution Committee: Tenured Faculty (1)
- Student Senate: Observer (2)
- Athletic Council: Male Member and Observer (1)
- Nominating and Ballotting Committee (1)
IV. New Business

A. Resolutions of Standing Committees

B. MOTIONS

B.1 Motion from Academic Affairs to approve a change to the undergraduate and graduate application deadline for re-admission policy to the first day of the part of term the student wishes to resume their studies. (Submitted by Jay Cordeira, Chair of Academic Affairs Committee with Ann Berry from Grad Council (rational attached)
- Motion passes with ayes

B.2 Motion from the Curriculum Committee to create a new degree type at PSU: the Education Specialist (Ed.S.) degree. (Submitted by Cindy Waltman (rational attached)
- Motion passes with ayes.

B.3 Motion from Counselor Education and School Psychology to create an Ed.S. in School Psychology to replace the M.Ed. and CAGS in School Psychology. (Submitted by Cindy Waltman) (rational attached)
- Motion passes with ayes.

C. Discussion Item: Finalizing a stable structure of our Academic Units, presented by Jeremiah Duncan.

- Presentation: Finalizing a Stable Structure of our Academic Units.
  At the last AU meeting there was an agreement that the underlying issues is that the academic structure is in disarray. Spoke to Executive Committee and went to AU council meeting.
- Discussion:
  - There was a concern of the distance between hiring, mentoring and evaluation at the AU level.
  - Faculty is currently using more Credit Release time than in the past

- Motion: To create a task force to work on the AU structure (see slide)
  - Seconded
  - Discussion:
    - There was concern raised over re-organization (for the third time) at a time when there is chaos already.
    - There was a recommendation to appropriately assign course release based on a formula while leaving the AU structure as is unless impossible.
      - The motion not what will come out of this process but rather to create a task force to work on this structure. Because of contract negotiations, it is recommended to do this as soon as possible.
    - There was concern over the timeline and that it is not realistic.
VOTE: Passes with the ayes. Mary will send out a call for the task force after this meeting.

Adjournment: 5:14pm

Announcements: Note: Please limit announcements to matters that are urgent, timely (happening within the next few days to a week), please keep them to 250 words.

PSU SUMMIT DAY: DENISE NORMANDIN AND CHRISTIAN BISSON
Inspired by the vision of the University to embrace cluster-based learning, Healthy PSU will organize the 5th Annual PSU Summit Day in September 2020. In August 2016, the PSU Summit Day cluster project was submitted by Healthy PSU and approved by the Innovation and Entrepreneurship cluster. The project brings together a multi-disciplinary team of faculty, staff, students, alumni, community members and external partners. The mission to promote healthy living while embracing collaboration, teamwork, leadership, community building and a sense of place. The success of PSU Summit Day is largely attributed to faculty and students from Adventure Education. This department introduces participants to proper trail etiquette/techniques, safety, equipment and nutrition needs while guiding hiking and walking groups outside the classroom in nature. Many life changing impacts have resulted including healthier behaviors and increased camaraderie. PSU Summit Day has demonstrated a growth participation however, scaling this project will require the continued support from students to administration.

COMMENCEMENT INFORMATION: TAMARA HEBERT
In an effort to increase communications, awareness and support for our graduating students, please see the Commencement Newsletter emailed to all Graduate and Undergraduate graduating students. This was their third communication with several scheduled between now and Commencement. In addition, Commencement information for Faculty and Staff can be found on the Events and Conference Planning SharePoint site. Please use this site as a reference for all Commencement-related questions. In the coming weeks ahead, I will be adding procession/degree conferral/recession diagrams.

APPENDIX A:

Academic Affairs Committee Report
March 2020

The Academic Affairs Committee (AAC) met twice in February on Monday 17 February and Friday 28 February 2020.

The Monday 17 February meeting focused on several items of business that included discussion of whether or not PSU wants to modify the existing policy on auditing courses, specifically limiting the number of times a student may audit a course, and also discussion of a new policy for students applying for re-admission. The latter resulting in drafting a motion proposing a change to the application deadline for re-admission to the first day of the term applying for re-admission. This motion was approved in committee 7-0-1 during the Friday 28 February meeting and will be brought forward to the full faculty in March.

Additional topics of discussion across both meetings, which may result in proposed changes to the academic catalog and faculty by-laws at the April faculty meeting include:
• Definition of a “P” grade for record-keeping, transcript purposes, at the ugrad, and grad levels
• Faculty involvement as part of the warning, probation, and several appeals process
• Improvements to the faculty by-laws for AAC duties based on updated practices
• Establishing annual reminders, best practices, the process of handling violations of the academic integrity policy.

Stay tuned.

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

Plymouth State University Academic Technology Committee (ATC)
Daniel Lee, Chair
March, 2020

Submitted: February 21, 2020
Submitted By: Daniel Lee, ATC Chair
ATC Meeting Date: February 11, 2020

Discussion Items:
1) Update on 3-year plan to BOT
   a. BOT wants USNH institutions compete in the online market, following SNHU’s business model. However, the SNHU’s model is not a good fit for traditional higher educational institutions due to the vastly different labor cost structure (e.g., the proportion of tenure track faculty).
   b. BOT aims to contain costs and increase the efficiency of the system as a whole by eliminating overlaps and duplicates across individual institutions. To achieve this goal, it is critically important to have a clearly defined overarching strategy of the system and what role each institution plays in the overarching strategy. However, we do not have one yet.
   c. It was suggested that we should learn from the experiences of other state university systems (e.g., Massachusetts and California).

2) Consolidation of IT within the USNH?
   a. Should ATC consider making a statement regarding USNH’s attempt to consolidate IT across campuses within the system?
   b. No, we do not have enough information to make a statement yet.
   c. CIO, Bill P., said that the consolidation regarding academic technology would depend on the overall strategy of the USNH, not the strategy of individual institutions. That is concerning for institutions, not named UNH, within the system because of the disproportionate weight of the flagship university within the system.

3) Technology Use in the Classroom
   a. Should ATC consider making a policy relating to students access to phones and wearable technology?
   b. A broad ban on the use of technology is not ideal, as it is not enforceable.
   c. Instead, the literature suggests that integrating technology more effectively into the classroom through more rigorous professional development and faculty training.
   d. Jason Neno offered to create a monthly newsletter regarding how to best use technology in the classroom and what our options are.

Next ATC Meeting: March 31, 2020 – 3:30-5:00 pm – HUB 119
The Curriculum Committee met Friday, February 21, and also had an online session the weeks of February 10-14. Our next meeting is Friday, March 20 (at 2:30 pm), in HUB 119.

**Actions taken:** Including our online sessions, we have considered 85 proposals in February. Most of those proposals were approved (including the new Ed.S. on the March agenda and a new four-credit Psychology program), but the earlier deadline allowed the committee to meet with almost all of these programs multiple times to work out issues in the proposals. We believe our new deadline schedule, combined with our emphasis on developing proposals in collaboration with programs, has been a success.

**Interim Chair selected:** Liz Ahl (English) has agreed to serve as interim Chair of the Curriculum Committee, effective March 1. Scott Coykendall will be stepping out of the Chair role in order to focus on Ascent duties.

**Reminders:**

**Academic Unit Curriculum Approval:** All proposals for curricular changes, deletions, and additions require you to record a vote of the appropriate department, academic unit, or cluster. In situations where there is only one faculty member in a discipline, the Curriculum Committee may agree to approve nominal curriculum changes relating to major-, option-, minor-, or course-names or –prefixes without first obtaining an academic unit. More substantial curriculum changes – e.g., those relating to course numbers, prerequisites, course-levels, grading systems, descriptions, etc. – shall continue to require a vote from the appropriate academic unit. Therefore, academic units that house single-person programs need to create some sort of standing body for the purpose of advising those programs on curricular proposals (if they have not already done so).

**Experimental Courses:** 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.

**Information session on creating blanket agreements**

On Thursday, February 27 (2-3 PM) members of the Curriculum Committee and Registrar’s office will hold an information session to help faculty design blanket agreements. Blanket agreements are useful when changes to a course or a program (like converting to 4 credits) will create a need for numerous student-request proposals. We’ll talk about ways you can create time-saving blanket agreements that clarify for the Registrar how new or revised courses will fulfill requirements from earlier catalogs and/or how courses from old catalogs will satisfy...
requirements in the new catalog (https://curriculumcommittee.press.plymouth.edu/chapter/creating-blanket-agreements/).

**Information session on creating 4+1 and post-bac programs**

In April, the Curriculum Committee and Academic Affairs office will facilitate a discussion about 4+1 and post-bac programs. Bring your questions and ideas! Date/time/room TBD.

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:

General Education Committee Report
Kate Elvey; Joey Rino, Co-Chairs
March, 2020

The General Education committee met twice in February. We focused primarily on the following topics.

**Sunsets and New Course Proposals:** All proposals have been reviewed and voted on.

**WRCO Courses:** As we reviewed sunset proposals we found that WRCO courses varied a great deal in how different programs approached writing across the curriculum. We discussed how many of the supports that used to exist for WRCO courses no longer exist and how the absence of those supports has contributed to confusion regarding what constitutes a high-quality WRCO course. Cathie LeBlanc has been in contact with the CoLab to discuss professional development opportunities that might focus on WRCO supports.

**Teaching in General Education:** The committee also discussed the importance of students having dynamic learning experiences in their General Education courses and how those experiences could be impacted as sections of courses across campus get canceled. We decided that this conversation was part of a broader conversation about reimagining General Education in light of current university initiatives.

**Theming General Education Courses:** We discussed the challenge of theming courses when there continues to be ambiguity regarding what constitutes a theme. We are working on refining a definition and providing examples to better support programs and clusters in their efforts to theme courses.

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

Gen Ed Committee Co-Chairs: Kate Elvey; Joey Rino
Graduate Council
Ann Berry Graduate, Chair
March, 2020

Graduate Council Report

Graduate Council Advisory Group met on Feb 5th with Ann McClellan and Tracy Claybaugh to discuss the timing of the cancelation of under enrolled graduate courses. The group agreed that one month before the part of term start date, coordinators should monitor class attendance. TLs and students need fair warning that classes will be cancelled. Three weeks before the part of term start date, a course with under 8 students should be cancelled.

The full Graduate Council met Feb 26th with Patrick Gullo and Marlin Collingwood to discuss the current marketing of graduate programs and potential opportunities for future marketing strategies.
APPENDIX F:

Faculty Welfare Committee Report
Lisa Doner Chair
March, 2020

The Faculty Welfare Committee last met on Feb 14, 2020.

Due to scheduling conflicts, the March meeting be held on March 3, at 9 am. Christin Wixson was an invited guest at the February meeting, to introduce to the committee a proposed Open Publishing agreement that would involve Faculty Welfare as a conflict mediating partner with Lamson Learning Commons. We did not vote on this proposal but agreed to address it in future meetings.

We discussed the status of updates to the Faculty Handbook that the Faculty Welfare Committee has agreed to shepherd. Some crucial partners (Human Resources, Academic Affairs) desire collaborative meetings with Faculty Welfare before developing text for those portions of the handbook under their purview. These entities, and union representatives, will be invited to meetings in March and April.

The need for Handbook revisions becomes more urgent as austerity measures create changes in program management, with decision-making occurring less at the Program level and more at the Provost level. The role of the Cluster Heads in this process varies from Cluster to Cluster and is unregulated by a uniform code of governance. In particular, quality of the work environment is affected when decisions about faculty hiring no longer occurs primarily at the immediate supervisory level. We are concerned about these trends and urge the Academic Affairs Office to be both expedient and highly transparent about the decision-making process where it affects program management, work plan review and hiring of annually-contracted employees, especially when over-riding recommendations of the Program and/or Cluster supervisors.

The role of the Handbook is to provide guidance for Faculty, what is expected of them and what they can expect from the administration. In all areas where Union contracts provide insufficient guidance, or where a union contract is not in effect, the Handbook is the sole governing document. We strongly recommend all faculty review the current handbook, available online at: https://campus.plymouth.edu/academic-affairs/wp-content/uploads/sites/28/2014/10/Teaching-Faculty-Faculty-Handbook-revisions-5-2-2018.pdf, and make recommendations to Faculty Welfare about areas in particular need of updating. We will pass these requests (anonymously) on to the university entities most involved in that aspect of Handbook revision.

Respectfully,

Lisa Doner, Chair
Feb 25, 2020
APPENDIX G:
Faculty Governance Taskforce
Stephen Flynn
March, 2020

The newly configured Faculty Governance Taskforce met on Monday 2/17/20 to introduce new members, review the data received on 11/22/19, discuss different faculty governance models, and to clarify taskforce objectives.

During the meeting, taskforce members discussed and presented data on the following points:

• The current PSU faculty governance structure
• Benefits of the current structure
• Areas to enhance and possibly change the current structure
• Different faculty governance models and their applicability to PSU

Taskforce members are scheduled to meet again in March 2020 to discuss the nuances of various faculty governance structures and to come to consensus on some of the elements of a new possible structure to present to PSU Stakeholders.

The taskforce members agreed that they will need at least 6 months to research and reach consensus on a new faculty governance structure to present to the PSU Faculty.

Sincerely,
The Faculty Governance Taskforce
APPENDIX H:

Open CoLab
March 2020

Submitted by Robin DeRosa, Martha Burtis, Matthew Cheney, Hannah Hounsell

In these reports, we talk about major initiatives and larger-scale projects. To learn more about our daily work, visit our website or stop by our office in Lamson Learning Commons anytime.

We had over 80 applications for Season Two of the Cluster Pedagogy Learning Community. The cohort is listed here. The kickoff event for Season Two is also the farewell event for Season One: a gala on April 24th, featuring dinner and a keynote by Joshua Eyler, author of the bestselling education book How Humans Learn.

Interdisciplinary Studies introduces a new persistence initiative aimed at students at high risk of dropping out. More than 50% of IDS majors enter the program as upperclassmen, and a quarter come to us as seniors. If you have an advisee who is failing out or planning to leave PSU, please consider sending them to our office for a consult before they leave college. We can often help them refocus their path and graduate on time with a new sense of purpose and confidence. Info sheets are available today for advisors, as well as handouts you can have ready during advising. For more handouts, contact Hannah Hounsell, and if you have any questions about the initiative, contact Matthew Cheney anytime.

Here are March’s other key updates and programs from the CoLab:

- This month we have events focused on: learning R programming language; advising hacks; and the gray areas of accommodations. Many more events are being added to the schedule every day. Find out what’s coming up at https://colab.plymouthcreate.net/events/.
- The Lamson Learning Commons is hosting “An Open University: A Commons-Oriented Approach to Clusters” on March 5 from 12-1pm. Join your colleagues from the Lamson Learning Commons (Library, IT in the Commons, Writing Center, Open Learning & Teaching Collaborative) as we explore the possibilities for knowledge, communication, and learning in a collaborative university and a connected world. Bring Your Own Lunch, and we will have cookies and drinks. Enjoy a relaxed, intellectually-focused conversation in honor of Open Education Week! All welcome.
- We had 200 registrants for our webinar on Ungrading. See the recording and resources here: https://colab.plymouthcreate.net/resource/ungrading-webinar/, and thanks to all who participated and planned, especially Martha Burtis and Hannah Hounsell!
- CPLC Season One participants are reminded to do your homework before April 24th! See our syllabus at https://colab.plymouthcreate.net/cplc-season-1/cplc-syllabus-one/ for info.
- Members of the CPLC and other groups are bringing an exciting set of proposals to faculty meeting in April focusing on Open Educational Resources (OER), Open Access to research (OA), and the emerging NH NoLo cost-savings designations. Watch your email for ways to educate yourselves before we ask for your official support!
APPENDIX I:

Promotion, Tenure, and Evaluation (PT&E) Advisory Group
March 2020
Submitted by Rebecca Grant, Advisory Member

Meeting: February 29, 2020

As noted in our January update, members of the PT&E Advisory have been discussing Boyer’s Scholarship Reconsidered: Priorities of the Professoriate. We will be hosting two upcoming workshops for faculty to discuss this model as it relates to work plan development and evaluation. We would like to invite all faculty interested in learning more about the Boyer model of scholarship to join us at the CoLab for the following sessions:

1. Thursday 4/9 from 12-1:30
2. Friday 4/10 from 8:30-10:00

Please do not hesitate to contact a member of the group with any questions or concerns.
Respectfully,

• Brad Allen (Professor of Business; Tenured Faculty)
• 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)