FACULTY MEETING MINUTES
April 1, 2020
3:35 PM
Virtual PSU Zoom Portal

Meeting called to order.
93 participants attending

I. Review of the draft minutes for the 03.04.20 faculty meeting. (LINK to Minutes)
   • If you have any edits, please send them to Mary Earick as faculty speaker or to Tina Coit directly, k_coit@plymouth.edu

II. Reports

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

   • Questions for President Birx:

   • Q: What will PSU receive out of the $18M that is going to New Hampshire for COVID-19 relief and will that be used to offset the refunds to students?

     o President Birx: Yes, we think that it will be. USNH is receiving $18M: $9M to help the students and the other $9M will be spread across campuses. There is a projected $2M to PSU: $1M to help the students and $1M to PSU.

     There will be a few memos from the system office regarding keeping expenses down and how we will look at the next few months. We may need to go through some furloughs. We are working on three scenarios for the fall: 1. Opening in the fall, 2. begin face-to-face classes and then move online, 3. or go online from the very beginning.

     • Q: What is the turnaround time for the new emergency fund and turnaround time to students and how they get those funds?

     • Marlin Collingwood: The turnaround time is almost immediate in some cases. The Student Support Foundation has been assisting students with up to $400.00 The Morgridge Family Foundation has given additional monies to the SSF and
more funds from University Advancement has been happening quickly; checks written on campus, cash, etc. We are down to 44 students who are living on campus and we have consolidated their housing in Merrill Place. Lamson Library may close unless needed.

- **Q:** Is the PSU Welcome Center to be used for overflow for Speare patients?
  - Marlin Collingwood: The Ice Arena has been turned into a surge space for Speare Hospital and provides 120 beds. This will be used for non-acute care patients. We are also working with the team that will handle the crisis communication if needed.

The Office of Community Impact will handle all signups and donations to Speare. We have made 25 rooms available in Pemi and Belknap Halls to the state for respite overnight accommodations for healthcare workers and first responders. 15 will be set aside to those who are exposed but unable to get immediate tests.

Chartwells is now on an order system with meals being delivered to Merrill Place and the same will be true to anyone else on campus and the future surge space. There will be communication regarding transportation services if we get to that point.

- **Q:** Is there a date when a student must choose whether they will be a pass/no pass? Can the decision be changed in the future?
  - Ann McClellan: We have asked faculty to make their own decisions whether to offer P/NP by April 15 and we recommend that faculty ask students in their classes for a decision no later than the last day of classes which is May 7. There is no need to confirm with Academic Affairs that the faculty has changed their grading policy.

- **Q:** What are we allowed to change in our syllabi? Pass/no pass option? Also, the calendar has changed so should I re-submit my syllabus, and can we change percentages of what we are grading on?
  - Ann McClellan: My hope is that if you have updated syllabi, please share this with your AOMs so it may be shared with OAA. We will need evidence of how we responded and any changes so we have copies for NECHE. This is not a
Q: Can faculty change the percentages that were previously established?
   o Ann McClellan: We are encouraging faculty to be kind and think about the
different kinds of pressures that students are facing right now.

Q: How will we navigate internships in the fall?
   o Ann McClellan: We do have an independent part of term so we can add them
later. Our hope is to be back on August 24, but we can also set them up with
remote work with our partners. Career Development has been working on some
models to use. We do NOT have a policy that says that students can’t do in-
person internships but currently we are recommending against it.

C. Principal Policy Making Committees
(Committee reports from Academic Affairs, General Education and Faculty Welfare
follow this agenda as Appendices A-C. Committee chairs will be available to speak to
the reports and answer questions during the meeting.)

General Education Committee: Two task forces are on hold as we are unclear if
faculty can be paid over the summer. This will not begin until after the summer.

D. Any other reports
Open CoLab
(See Appendix D. Robin DeRosa will be available to answer questions during the
meeting.)

Faculty Welfare
   • There was a question regarding faculty being paid over the summer. Mary
clarified that all faculty 12-month faculty will still be receiving their
paychecks; however, there are a few task forces that were planning to work
over the summer.

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

III. Old Business
   a. 2019-2020 Elected and Appointed Committees Vacancies and Appointments
      (Committee Chairs will be available to answer questions during the meeting.)

   b. 2020-2021 Election Updates
Kyle Burke

- The election ends of Thursday, 4/9. Please see how to be eligible as a write-in. (Mary will send out a link). You are able to write yourself in.

- **Q:** In the past, it is up to the speaker to appoint open committee positions. Why are we doing this differently?
  - Kyle: We are trying to fill as many as possible. The election goes for the full term, when the appointment only goes for a year.

- **Q:** Will faculty be able to vote again if someone puts themselves in as a write-in?
  - Kyle Burke: No. I don’t think that you can go back in and fix your vote.

- **Q:** Can we forward a write-in to Kyle?
  - Kyle Burke: I cannot look at individual ballots so I cannot do that in a fair way.

- **Q:** When will faculty awards be announced?
  - Ann McClellan: We are planning on postponing faculty awards until University Days. We have an email blitz campaign for the last week of classes announcing the recipients, one per day. Look for an email campaign the first week of May with a ceremony on UD.

c. **PSU IT Transition and Reorganization Survey (attached)**
   Mary Earick and Danielle Lee

  - **Q:** Are there any updates on the IT restructuring since we’ve left campus?
    - President Birx: They have been looking to fill positions across campus. Jo-Ann Guilmett is a candidate for the helpdesk. The output in the form of the letter would be helpful to send to Bill.
      - Mary Earick: I can bring that to the Steering Committee in collaboration with Daniel Lee from the ATC.

  - **Q:** With the closing of buildings, have there been and considerations for those going up for Promotion and/or Tenure?
    - President Birx: I think there will be flexibility to stop the tenure the clock for faculty. At this point, if you want to delay tenure, that is open. Please make a recommendation to the PT&E Working Group
      - Cathie LeBlanc: The PT&E group has invited Jeremiah Duncan and Scott Coykendall to this Friday’s meeting to discuss this. We want to make sure that everything we do doesn’t violate any union agreements.

d. **PSU Joint Faculty, OS, PAT Wards Ceremony Electronic Vote (attached)**
IV. New Business

A. Resolutions of Standing Committees

B. MOTIONS From Academic Affairs Committee:

B.1 Motion: To change the Academic Catalog policy on academic probation to state that students placed on academic probation are strongly encouraged to (1) take no more than 13 credits, and (2) meet throughout the semester with a Degree Completion Advisor in the Center for Student Success to discuss their academic progress. (Submitted by Jay Cordeira, Chair of Academic Affairs Committee) (rational attached)

Motion seconded. Discussion
Vote: 95% for, 1% against, 3% abstain

B.2 Motion: To redefine the definition of full-time for undergraduate students from 12–17 credits to 12–18 credits.

Motion seconded. Discussion.

Justification: Maintains flexibility for programs that have changed to a four-credit model, curriculum that is mixed three- and four-credit courses, and now with tool-kit courses.

Policy Changes: Any references to undergraduate full-time status of 12–17 credit hours need to be updated to 12–18 credit hours (e.g., see pages 39, 41, and 58) (Submitted by Jay Cordeira, Chair of Academic Affairs Committee)

VOTE: 97% for, 0% against, 2% abstain

Q: Is there any policy that states that a student would have to take a full load of 18 credits if they are at risk of running out of financial aid?

○ Jason Cordeira: The student can take 12 credits in the fall and then drop to 6 credit (part-time) in the spring. The overload fee for over 18 credits will be reinstated.

C. Discussion Items

Adjournment 5:05 p.m.
APPENDIX A:

Academic Affairs Committee Report
April 2020

The Academic Affairs Committee (AAC) did not meet on Monday 16 March 2020 due to COVID-19 and online course preparation, but did meet virtually on Friday 27 March 2020.

In lieu of the in-person meeting on Monday 16 March, the committee did vote unanimously (8-0-0) via email to endorse the following language to be used by the registrar regarding P/NP grades: "For purposes of assessing academic standing for competency-based programs and communicating grade point equivalencies for the transcript, but not to be used in the calculation of GPA, a “P” grade shall indicate that a student earned a grade point of greater than or equal to a 2.0 at the undergraduate level and a "P" grade shall indicate that a student earned a grade point of greater than or equal to a 3.0 at the graduate level." Approved in committee for “academic administrative” use (i.e., we decided it did not warrant a full faculty vote) 7-0-1.

Old business items related to “Prior Learning Assessment”, developing a framework for evaluating AP equivalencies, and the creation of a wait list have been pushed to Fall 2020 in lieu of more pressure matters/discussion regarding COVID-19.

New business items discussed during our Friday 27 March meeting included

- A forthcoming motion aimed at re-assessing the policy for student credit limits and interactions with the Center for Student Success/Advising for those students on academic probation, approved in committee 7-0-1.
- A forthcoming motion to redefine UG full-time status from 12–17 credit hours to 12–18 credit hours, approved in committee 7-0-1.
- Improvements to the faculty by-laws for AAC duties based on updated positions/practices, which will be a delayed motion in light of more pressing issues.
- Discussion of COVID-19-related impacts to academic affairs, including, but not limited to moving to a P/NP option for faculty and for students in courses offered Spring 2020, and to be determined for Summer 2020.

Submitted by Jay Cordeira, Chair of Academic Affairs Committee
The General Education committee met once in March. We focused exclusively on finalizing the following call for a General Education task force:

**Purpose:**
The General Education Committee requests that a General Education Program Revision Task Force be formed in order to reimagine the General Education program at PSU. Because the current General Education program has been in place for more than 15 years and because General Education programs should be regularly examined to ensure they continue to be relevant and meaningful for students, the General Education Committee believes that it is time to rethink the broader goals and structures of the program at PSU.

**Charge:**
The General Education Program Revision Task Force is charged to:
1. Become familiar with the work that already has been completed to implement the Four Tools of Clusters, the Habits of Mind, and the Cluster Learning Model.
2. Research the knowledge and skills that students need in order to thrive in the 21st century global economy as well as effective ways to equip students with that knowledge and those skills.
3. Research national trends regarding General Education at institutions of higher education.
4. Understand the requirements for General Education programs set forth by our accrediting body, the New England Commission of Higher Education (NECHE).
5. Gather insights from faculty, staff, and students regarding a high-quality General Education program.
6. Investigate ideas related to and make recommendations about the naming of the General Education program and the development of a designation of honor for instructors who regularly teach in the program.
7. Propose a new General Education program to be voted on by the full faculty.
8. Propose an implementation plan for the new program.

**Composition:**
The Task Force should be in place in Spring 2020 in time for this important work to be included in the work plans of the members. The task force should be composed of:
1. Five faculty (with special interest in General Education who are willing and able to commit the time to this Task Force) elected from the faculty at large
2. One faculty member from the General Education Committee
3. The General Education Coordinator
4. One Teaching Lecturer who teaches in the General Education program
5. One student

**Timeline:**
The work of the Task Force will begin in August 2020 during University Days. An **interim report** of findings and progress will be made to the full faculty at the May 2021 faculty meeting. In that report, the Task Force will propose a timeline for when a new General Education program will be presented to and voted on by the full faculty. The **final report** of the Task Force will include the new General Education program and an implementation plan for that program. This final report will be presented to and discussed by the faculty at least one meeting before the meeting at which the vote is to be taken.

**Background:**
Since the introduction of Integrated Clusters, the General Education Committee, various working groups, task forces, committees, and fellows have sought to implement President Birx’s Four Tools of Clusters within the structure of our existing General Education Program. This work has led to the development of the Habits of Mind as learning outcomes for the General Education Program as well as the Integrated Cluster Learning Model that undergirds many of the changes that we have made to the program. During the last four and a half years, the following changes have been made to the program: add a credit to the Composition class, delete the 3 credit First Year Seminar and add the 4 credit Tackling a Wicked Problem course to the First Year Experience, delete the 3-4 credit INCO requirement and add a 4-credit INCAP requirement in its place, reduce the number of required Directions credits from 24-26 to 20.

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

Gen Ed Committee Co-Chairs: Kate Elvey; Joey Rino
APPENDIX C:

Faculty Welfare Committee Report
Lisa Doner Chair
April, 2020

The Faculty Welfare Committee last met on Mar 3, 2020.

Updates to the Faculty Handbook, which the Faculty Welfare Committee is helping organize, is on hold as some crucial partners (Human Resources, Academic Affairs) seek input for those portions of the handbook under their purview. These entities, and union representatives, had been slated to meet with the FWC in April. This effort has been set aside temporarily as PSU deals with impacts from the Covid-19 crisis.

We also discussed the value in repeating the faculty survey conducted by the FWC a year ago, to gain better perspective on how the transition into Clusters has affected different sectors of our faculty. At this time, we are holding off on the survey while faculty adjust to the school closure and transition to online course delivery. We remain concerned for considerations of equity and fair treatment, especially for non-unionized faculty and welcome your emails.

Respectfully,
Lisa Doner, Chair
Mar 24, 2020
APPENDIX D: Open CoLab
April, 2020

(Written on 3/22, important to know since things change so quickly)

Hang in there.

We care about you and your students, and we are here to support you. We know that many of you have been working around the clock to bring your courses into a new modality. We appreciate the dedication you are all showing through this huge challenge.

The CoLab is open in our remote office every weekday from 8:30am-5pm. Zoom in and visit with us. We are here to assist: https://colab.plymouthcreate.net/.

If email is better for you, we are at psu-open@plymouth.edu.

We have a CoLab COVID-19 page that includes a bunch of stuff that you truly may find helpful. Please check it out: https://colab.plymouthcreate.net/covid19/. We add to this daily. The “Ways to Get Help” section may be useful when you need something.

You can also call Robin, Martha, Hannah, or Matt. Our office phone numbers ring to our cell phones. We go to bed early.

I feel very confident that almost any question you have, we can answer with the comprehensive remote teams we have put in place to support teaching and learning across the university. Any support you need, we likely can provide it. Please reach out and we will funnel you to the right channel so you are served quickly.

Most importantly, the CoLab urges you to please demonstrate PSU’s commitment to the public good by continuing to extend care to others, staying home and practicing social distancing as much as possible, and sharing accurate information about COVID-19 with your communities.

As things develop, we will stay connected with you via email, Facebook, and Twitter. If we can do anything for you that will make this easier for you or your students, please call on us.

Much love, Robin, Martha, Hannah, and Matt
APPENDIX E:

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

April 3, 2020

The PT&E Advisory held a regularly scheduled meeting on March 6th and determined that to move forward with both the creation of the Boyer model workshop and the Faculty Handbook revision, we would break into two working groups. We are meeting via Zoom as a whole group on March 27th to review our independent group work and gather feedback.

As noted in our last update, we will be hosting two upcoming workshops for faculty to discuss the Boyer 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 via Zoom for the following sessions: (both days are the same)
Thursday 4/9 from 12-1:30
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)
Pat Cantor (Professor of Early Childhood Education; Tenured Faculty)
Anil Waghe (Associate Professor of Chemistry; Tenured Faculty)
Christin Wixon (Associate Professor of Scholarly Communication; Tenured Faculty)
Emma Wright (Associate Professor of Mathematics; Tenured Faculty)