

**Plymouth State University**  
**DRAFT**  
**FACULTY MEETING MINUTES**  
Wednesday, September 2, 2009

There were approximately 110 faculty in attendance.

- I. Approval of the draft minutes** of the May 6, 2009 meeting. There were no corrections, additions or deletions. The minutes stand as submitted.

**II. Reports**

- A. Sara Jayne Steen, President: Report distributed electronically. No questions.
- B. Julie Bernier, Provost and Vice President for Academic Affairs: Report distributed electronically. The Provost addressed academic affairs restructuring. Currently we are transitioning into the new structure by having the Business Department act as a model of how undergraduate and graduate will work together. The new model has been sent to the Board of Trustees and a vote is expected in October. The Provost also made an addition to one of the items in her monthly report. It was reported that David Beronā has a new title, Dean of Library and Academic Support Services, with the PASS Office and Writing Center reporting to him. In addition, the Office of Online Education will also fall under his supervision.
- C. Mark Okrant, Chair, Research Advisory Council (Report attached as Appendix A) Professor Okrant was unable to attend today's meeting. Any questions or comments should be sent to him via email.

**III. New Business**

- A. Resolutions of the Standing Committees—none.
- B. **MOTION from the ATHLETIC COUNCIL** (Wendy Palmquist): To amend Article XI.F.3.a of the Faculty bylaws (requires a 2/3 vote), as follows:  
*See Appendix B for current wording.*  
***Proposed wording (material to be deleted bracketed and in bold; material to be added in italics):***

- 3. Athletic Council
  - a. Composition:

- (1) Voting members: Three female and three male faculty representatives elected for three-year terms during the annual election. The faculty representatives may not be members of **[the Department of Health and Human Performance, nor]** the Department of Athletics.

One female and one male PAT representative elected annually using procedures designed by its organization. The members may not be members of **[the Department of Health and Human Performance,]** the Department of Athletics **[, the Sports Information Office, nor be the Coordinator of Facilities for the Physical Education Center].**

One female and one male student representative chosen annually by the Student Senate.

- (2) Non-voting Official Consultants:
        - (a) Director of Athletics
        - (b) Chair, Department of Health and Human Performance
        - (c) Vice President for Academic Affairs
        - (d) Vice President for Student Affairs

- (e) Vice President for Financial Affairs
- (f) Senior Associate Director of Admissions
- (g) **[Coordinator of Facilities for the Physical Education Center]** *Associate Director of Athletics.*

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 Council shall be elected annually from the voting faculty members of the Council.

The **motion** was made by Wendy Palmquist, and seconded by Linda Levy. Professor Palmquist spoke to the motion. There was no discussion. With a show of hands, the **motion was approved.**

- C. **MOTION from the CURRICULUM COMMITTEE** (Beth Cox): To amend Article XI.F.5.a of the Faculty bylaws (requires a 2/3 vote), as follows:

*See Appendix C for current wording.*

***Proposed wording (material to be deleted bracketed and in bold; material to be added in italics):***

- 5. Curriculum Committee:
  - a. Composition

The Curriculum Committee is composed of twelve voting members: the Vice President for Academic Affairs (or Associate Vice President for Undergraduate Studies), Registrar, seven faculty members **[not Department Chairs]** (*no more than two of whom are Department Chairs*), and three members selected from the student body to be chosen by procedures established by the Student Senate. Only one member of a department may serve on the Curriculum Committee at one time. The Vice President for Academic Affairs may appoint the Associate Vice President for Undergraduate Studies to participate as a full voting member of the Curriculum Committee in the Vice President's absence.

**Selection of Faculty:** To fill annual vacancies, each department which is not represented or which is losing representation, will present the name of one nominee to the Nominating and Balloting Committee. Election is by majority vote of the faculty. Regular term of office shall be three years.

**Students:** Student members are chosen by procedures established by the Student Senate.

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. There shall also be a non-voting representative selected by the President's Commission on Diversity.

**The Chair:** The Chair of the Committee is elected annually by the members of the Committee.

**Consultants:** The Committee may invite as many consultants as it wishes and as often as it wishes.

The **motion** was made by Elizabeth Cox and seconded by Anil Waghe. Professor Cox spoke to the motion. Professor Palmquist gave some history of the motion: It was brought to the Curriculum Committee by the Council of Chairs. The Curriculum Committee added the 2-chair

limit. She also explained the history of why chairs were prohibited from serving in the past. There was some discussion on the 2-chair limit. With a show of hands, the **motion was approved**.

- D. **MOTION from BUSINESS** (Craig Zamzow): To add a small business/entrepreneurship option to the PSU Business Management Major. (See Appendix D.)

The **motion** was made by Craig Zamzow and seconded. There was a brief discussion. With a show of hands, the **motion was approved**.

#### **IV. Announcements**

#### **V. Adjournment**

A motion to adjourn was made and seconded at 4:03 p.m. The faculty voted with their feet, and the meeting adjourned.

## Appendix A

### Report from the Research Advisory Council

The Research Advisory Council is beginning its third full year of existence. Operating since Fall 2007, the Council membership is:

Cynthia Vascak, Art  
John Rosene, Health & Human Performance  
Mark Okrant, Social Science  
  
Patrick Bourgeron, Center for the Environment  
Thad Guldbrandsen, Center for Rural Partnerships

Julie Bernier, Provost & VPAA  
Daniel Moore, Vice Provost  
George Tuthill, Inter. Assoc VP for Grad. Studies  
Ann Thurston, Asst Provost for Acad. Admin.  
Susan Amburg, Dir. Office of Sponsored Progs.  
David Berona, Director of Lamson Library

The Council has been charged with developing mechanisms for improving the climate for research, applied research, and creative work at PSU in support of the university's mission.

One of the principal responsibilities of the Council is to oversee the annual Provost's Faculty Research and Scholarship Fund (FRSF). This year, the Provost will again make funds available, with individual proposals funded in the \$2000 to \$10,000 range. An announcement is forthcoming. **The deadline for submitting a proposal is November 1, 2009.**

Since we are on the topic of the FRSF, I would like to take a few moments to correct several misconceptions that have been voiced:

1) **The FRSF is for new faculty; veteran faculty need not apply.**

In truth, the FRSF is open to ALL fulltime tenured, tenure-track or research faculty at PSU. The RAC has funded projects proposed by faculty who have been at Plymouth for two years and those who have been here for more than twenty. Funds have gone to assistant, associate, and full professors.

2) **The FRSF process favors people who work in the hard sciences.**

Since the inception of FRSP, the Council has been consistently tweaking the criteria to make absolutely certain that researchers, applied researchers, and people engaging in scholarship and other creative works all have an equal opportunity to obtain funding. The facts speak for themselves. In the two years that FRSP funds have been awarded, two of the successful proposals came from the English department, two from the Social Sciences, and two from Health and Human Performance. During this time period, one funded proposal came from the Biological Sciences and one from Atmospheric Sciences and Chemistry.

3) **The RAC has been unfair in evaluating some proposals.**

Like every application process, funding is limited and not every proposal can be funded. The committee works very hard to ensure a fair and impartial process. However, we recognize the process of obtaining outside grants and contracts is extremely complex and competitive—neglect to dot an *i* or cross a *t* and your application goes into the round file. To prepare our colleagues for these rigors, we employ very high standards when scrutinizing applications. The RAC is continually seeking ways to improve the FRSF, explore other funding opportunities, and provide means—including several workshops—that will allow **interested faculty** to pursue their research, applied research, and creative initiatives.

Mark Okrant, Chair  
Research Advisory Council

## **Appendix B:**

### **For Motion B: *Current wording:***

#### 3. Athletic Council

##### a. Composition:

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The Chair of the Council shall be elected annually from the voting faculty members of the Council.

## **Appendix C:**

### **For Motion C: *Current wording:***

#### 5. Curriculum Committee

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The Chair: The Chair of the Committee is elected annually by the members of the Committee.

Consultants: The Committee may invite as many consultants as it wishes and as often as it wishes.

#### **Appendix D:**

##### **For Motion D:**

##### **Proposed Small Business/Entrepreneurship Option within the Management Major.**

The option will include four required courses with an optional course to conduct an SBI project.

Courses required:

- Small Business and Entrepreneurship  
Law and Human Resources
- Small Business and Entrepreneurship  
Marketing and Operations
- Small Business and Entrepreneurship  
Accounting and Finance
- Small Business and Entrepreneurship  
Capstone

Optional Course: Small Business Institute® Student Consulting Project

Justification:

- Approximately 25 students per year take the Small Business/Entrepreneurship elective currently offered as an experimental course.
- A recent survey of PSU Alumni showed that approximately 40% currently work in small businesses.
- Nationally 98% of employment is in Small Business, family business or non-employee businesses. Most new jobs are created by small businesses.
- In advising sessions many students have indicated a desire for a small business option, many of whom intend to graduate and work in a family business or start their own business.

Implications:

- Courses will be taught by a combination of existing full time faculty and adjunct faculty.
- Graduating student startup companies may be candidates for the PSU incubator.
- Small Business Option students will have internship and employment opportunities in the PSU incubator.
- The Small Business Option will take advantage of the strengths of the PSU Small Business Institute®

## Course Descriptions:

### Small Business/Entrepreneurship Law and Human Resources

This course is structured to provide the small business manager or owner with a basic knowledge of the law and legal issues relating to small businesses and the best practices in human resources. The course will focus on numerous practical issues, including: choosing and organizing a form of business; entering into contracts; protecting intellectual property; obtaining insurance and reducing liability; hiring, managing, and terminating workers; and complying with the various federal and state statutes and regulations, with an emphasis on those relating to human resources.

### Small Business/Entrepreneurship Marketing and Operations

Owners and managers must develop cost effective marketing programs to create awareness of and generate revenues for the small business. Similarly owners and managers must have an intimate understanding of an involvement in small businesses' operations.

The student will be required to develop an integrated marketing communications plan for a business in the selected industry. Similarly the student will learn the critical aspects of operating a business in the selected industry. A physical layout of the business will be prepared by the student and an operational analysis will be required and include critical parameters of the selected business and a comprehensive breakeven analysis.

### Small Business/Entrepreneurship Accounting and Finance Methods

This course is intended to provide students with a thorough understanding of the unique and “scaled down” requirements of the financial management aspects of operating a small business. This course will focus on origination of financing, management of cash flows, the ongoing financial management of a small business. This will include the creation of basic financial statements via manual and automated approaches using Quick Books Pro (or other financial software) and other financial issues specific to the small business environment.

### Small Business/Entrepreneurship Capstone

The student will select a potential small business to acquire or launch, prepare a funding plan, marketing plan and business plan suitable for obtaining financing from a bank or other funding source. The student will also learn about (and if appropriate obtain) the required registration documents for company organization and name. The student will also learn all the required licensing and insurance requirements appropriate for his/her chosen small business. The student will leave the course with all of the knowledge and a plan to start or acquire a business of the student's choosing.

### Optional Small Business Institute® Student Consulting Project

This course is a senior-level service-learning course in small business consulting. The course can be taken by any senior status undergraduate student. The course consists of a Consulting Skills Workshop designed to equip students with the necessary skills to effectively consult with a small business client and prepare a comprehensive analysis report with recommendations consistent with the scope of work established with the client.