

Plymouth State University
DRAFT
FACULTY MEETING MINUTES
Wednesday, November 4, 2009

There were approximately 80 faculty in attendance.

- I. Approval of the draft minutes** of the September 2, 2009 meeting.
The minutes were accepted as submitted.

II. Reports

- A. Sara Jayne Steen, President
Sent electronically – no questions.
- B. Julie Bernier, Provost and Vice President for Academic Affairs
Sent electronically – The Provost took a question about status of new schools and colleges. The College of Business Administration has been established, with further reorganization planned. Thus far, the timeline has not been established.
She and President Steen presented calligraphied and framed distinguished teaching award citations to the 2009 recipients: Cynthia Vascak (DTA), Gail Mears (DGTA), and Joseph Mealey (DATA).

III. New Business

- A. Resolutions of the Standing Committees—none.
- B. **MOTION from the COUNCIL OF TEACHER EDUCATION** (Irene Cucina): To amend Article XI.F.4 of the Faculty Bylaws (requires a 2/3 vote), as follows:
The motion was made by Irene Cucina and seconded by Linda Levy. Clarifying information was given by Gary McCool. No other discussion.
A hand vote was taken – **MOTION CARRIED.**

Additions in **bold**; deletions ~~struck through~~.

Council of Teacher Education

a. Composition:

The Council of Teacher Education consists of two representatives from the Education Department, one being the ~~Chair of the Education Department and one representing the undergraduate programs~~ **coordinator of Early Childhood Studies (or designee) and the other the coordinator of the Childhood Studies program (or designee)** (see note 1); one representative from each of the departments that sponsor a secondary education program (see note 2); one representative from each of the departments that sponsor a K-12 certification program (see note 3); ~~one member of the Library Faculty~~; one representative from the College of Graduate Studies; one student representative, and the Director of Teacher Education. Non-voting official consultants shall include the Coordinator of Teacher Certification and Clinical Experiences, the Director of Curriculum Support, ~~and the Chief Information Officer.~~

Representatives from departments offering a teacher certification program should be qualified to teach education methodology within the discipline and/or should supervise student teachers. Department representatives are elected by their respective departments for three year terms.

The student representative must be a student in a teacher certification program and not currently involved in student teaching. The student representative is elected at the beginning of the academic year by the Student Senate for a one-year term.

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 non voting faculty member shall be held to the same selection criteria as the voting members.

The Director of Teacher Education shall serve as the Chair of the Council of Teacher Education, as long as the Director of Teacher Education is a faculty member. Should the Director of Teacher Education not be a faculty member, the chair of the council will be elected from among the faculty members on the council.

The Council of Teacher Education is considered a Principal Policy-Making Committee under Article X of the Faculty Bylaws.

Note 1: As of 3/07 the Education Department sponsors degrees in Childhood Studies and Early Childhood Studies, each with a teacher certification option.

Note 2: As of 3/07 the following departments sponsor a secondary education program: ~~Chemical, Earth, Atmospheric and Physical Sciences~~ **Atmospheric Science and Chemistry**; Biological Sciences; English; Mathematics; and Social Science.

Note 3: As of 3/07 the following departments sponsor a K-12 certification program: Art; Health and Human Performance; Languages and Linguistics; and Music, Theatre, and Dance.

b. Function:

(1) The Council of Teacher Education is responsible for the development, administration, revision, and evaluation of all teacher education policies and programs, including pre-service field experiences. The Council is responsible for the dissemination and periodic assessment of the Conceptual Framework for Teacher Education. The Council receives input from faculty, teacher education students, public school professionals, professional advisory boards, and professional associations. These responsibilities are in accordance with the standards of the National Council for Accreditation of Teacher Education (NCATE) and certification standards for educational personnel in New Hampshire.

(2) The Council of Teacher Education will meet regularly with advisory bodies to discuss issues in the field and will work collaboratively with these bodies to ensure the high quality of teacher education programs.

(3) Any curriculum change in Teacher Education programs must be presented to the Council for its approval before being presented to the Curriculum Committee.

[amended 12-2-92, 12-7-94, 5-1-02, 12-3-03, 3-2-05, 3/07]

- C. **MOTION** (Gary McCool): To amend Article XI. F. 11 of the Faculty By-laws, Grievance Resolution Committee, (requires a 2/3 vote), as follows:
Motion made by Gary McCool and seconded by Irene Cucina. Gary McCool spoke to the motion. There was some discussion which included some sentiment that there has not been any feedback from current Grievance Resolution Committee members, and maybe bringing this motion was premature. Gary explained that he has sent 2 emails to members of the Grievance Resolution Committee asking their opinion of this motion and asking for them to tell him what their duties were, but received no replies. It was noted that the Faculty Welfare Committee also hasn't had a chance to discuss this motion.
A motion to commit this motion to the Faculty Welfare Committee for their review was made by Wendy Palmquist and seconded by Mark Fischler. Discussion ensued. Irene Cucina moved the question.
A voice vote was taken on whether to move the question – **MOTION CARRIED**.
A voice vote was taken on the motion to commit to the Faculty Welfare Committee – **MOTION CARRIED**.

Additions in **bold**; deletions ~~struck through~~.

11. Grievance Resolution Committee

a. Composition:

The Grievance Resolution Committee shall have five (5) members, four elected by ballot of the faculty and one the chair of the Faculty Welfare Committee, ex officio. All five members must be tenured. The term of each elected member shall be two years. Two members shall be elected each year and shall assume the office at the beginning of the next academic year. No faculty member, other than the Chair of the Faculty Welfare Committee, may serve on both the Grievance Resolution Committee and the Faculty Welfare Committee.

b. Function:

- (1) To meet at least once each semester for the purpose of training all members on the Grievance procedure.
- (2) To educate the Faculty about the Grievance procedure (for example, through Faculty workshops, online training, etc.).
- (3) To mediate faculty grievances, **in accord with the Faculty Handbook, Section 2.18 Grievance Policy.**
- (4) **To serve as the hearing panel for faculty under the Grievance Resolution policy of the Human Resources Office, as stated in the PSU Online Policy Manual (OLPM), PSU.V.D.13.2.4.1.**
- (5) **To hear any appeal brought in accord with the Faculty Handbook, Section 2.9 F.3. Dismissal for Cause.**
- ~~(6)~~ (6) To perform such other duties as specified by the Faculty Handbook and these Bylaws.

[amended 2-7-07 and name changed from former Review Committee]

Explanation: When the proposal by the Faculty Welfare Committee (FWC) to remove the Faculty Grievance Policy from the Faculty Handbook and disband the Grievance Resolution Committee (GRC) was brought to the April 1, 2009 Faculty Meeting, it was clear from the discussion that there was some confusion over the specifics of the duties of the GRC. While the FWC proposal was defeated in April, the potential for confusion still existed. This amendment seeks to clarify that the GRC chiefly has 3 responsibilities: 1) to mediate faculty grievances (according to the Faculty Grievance policy), 2) to serve as the “hearing panel” for faculty choosing to use the grievance resolution procedure of the Human Resources Office, and 3) to serve as an appeal body in the situation of a Dismissal for Cause.

IV. Announcements

The meeting adjourned at 4:23 p.m.

Respectfully submitted,
Alice O'Connor, Scribe