8-1-2018

Arts & Technologies Leadership Meeting Minutes, 08.01.2018

Karen Schaffner
kjschaffner@plymouth.edu

Follow this and additional works at: https://digitalcommons.plymouth.edu/plymouthclusters

Recommended Citation
https://digitalcommons.plymouth.edu/plymouthclusters/470

This Text is brought to you for free and open access by Digital Commons @ Plymouth State. It has been accepted for inclusion in Clusters by an authorized administrator of Digital Commons @ Plymouth State. For more information, please contact ajpearman@plymouth.edu, chwixson@plymouth.edu.
Agenda for 1 August A&T leadership meeting

MINUTES

Present: Amanda Whitworth, Nick Sevigney, Karolyn Kiane, John Kulig, Matt Kizer, Maria Sanders, Scott Coykendall, Karen Schaffner, Sarah Parrish

1) Update on contracts (see Appendix A) Did everyone receive contracts from Kristen or Robyn Parker? Submit if you have not already done so in order to receive summer stipend. Outcomes/Deliverables similar language for all. Full lump sum payment. Questions about bundling summer work. Need to show each separate engagement and separate payments for the work. Deliverables will be posted in O365 Group.

2) Not recording or zooming meetings as it is not working properly, no one watching and no storage for it in archives.

3) Update from Provost Council (see Appendix B) Official notes provided by John. Matt: meeting yesterday, similar contact to July 18 meeting. Aug 13 and 14 training for cluster leaders, module format with training options. Schedule being sent out for registration. Specific point person for key roles for each cluster. Need map across cluster with leaders. Robin Dorff wants to meet with each cluster leadership and the cluster groups before semester begins. We are in third year of cluster project funding with lots of monies available. Engage your ideas. University days 8/15-8/17 afternoon of 8/17 free for retreat time. We need to write a statement on our P&T structure and who will be going up for P&T in cluster and report to Provost. Need to do before school begins (no hard due date). Art is missing a P&T role (discipline coordinator), Art P&T committee established, but who in cluster will move forward info to Provost. Art is set up differently than all other programs/disciplines in cluster. Matt: we need to set up definition of the Cluster personnel role, this could be the solution to P&T. Could we have a proxy from elected officers to assist with Art P&T in interim? Let’s not wait until 10/15. Before classes begin we should have an answer to this. John: Anyone can attend the leadership training modules. Provost Council meeting twice a month. Low enrolled classes need to be cancelled now. May shift to not just cluster rep but to include cluster officers. Will there be minutes from training? No, training should be available 1:1 if needed.

4) Follow up on Personnel Position: Scott: Afternoon of 8/17 is open for retreat. Do we want and can we have a retreat? Some disciplines having a retreat during this time? No. I would vote a yes. This would be for every faculty/staff member in cluster. We want to present description of Personnel Officer to then have a vote to accept. Finalize with vote and immediately open it up for nominations. We could elect someone for this to start for the fall semester. New model would allow a course release for fall. Discipline coordinators taking on more than we originally thought. May need only one personnel officer position for fall. Spring we will need two and discipline coordinators will reduce release time as personnel officers will be in place. John: Need to have someone in place for fall. P&T, sabbatical releases, engineering how this position will work in cluster. Need a course release for Fall. Scott: Let’s define role first and then decide about course releases
   a) Present recommended descriptions at retreat, and hold nominations until second week of classes and elections the week after (release is not until Spring)
b) Old Description (let’s update this):
   i) Personnel (2 faculty: 6-8 credits reallocation each; spring semester only)
      Scott: Editing description through discussion with group.

Mentor A&T faculty

- **Coordinate A&T work plans. (remove these until speak with Robin)**
- Assist discipline coordinators in handling teaching observations for A&T
- Coordinate New faculty hiring with A&T cluster officers and program faculty.
- **Coordinate & Work with Deans/Provost/HR**
- Coordinate A&T promotion and tenure committees: establish disciplinary chair, committee membership, and A&T representation (1 faculty member outside the discipline?) (needs to follow established university guidelines)
- Provide A&T affiliated faculty housed in programs in other departments the means to obtain a review of their activity in A&T for their P&T and other review processes.
- **Approve timesheets for A&T Administrative Assistants**
- Manage A&T staffing issues
- Handle student grievances related to teaching/personnel: oversee PSU processes in conjunction with Cluster Council Representatives

After a lengthy conversation with concerns over this position description, the union contract, the idea of unification of process for P&T, workplans, sabbaticals etc. across clusters. Involving Provost, HR, cluster leaders. Matt suggests bringing this to next officer meeting with Robin Dorff.

Developed revised description of what is doable for Personnel Officer.

5) Next Meeting is Wednesday, August 8, 9 – 11. Topic will be Finalize Personnel Position Description to present at retreat. Finance & Technology (see Appendix C) Last of these scheduled summer meetings.

Retreat All Cluster Members- August 17^{th} 1-4 pm Invite Robin for part of meeting.
LOCATION ?
Appendix A.

Arts & Technologies Integrated Cluster Leadership (A&TICL) summer stipend request

The A&TICL has been meeting weekly since the last week in May to strengthen the leadership model we will be working in.

- developing this leadership model
  - voting on needed addendum for the model if needed
- planning an implementation timetable with specific goals established through conversations with our constituents
- creating understandings for members of the A&T cluster in how will move forward

By Fall 2018 we need to create a solution to our need for two vacant personnel faculty positions, and other plans for the positions we presently were voted into. Our plan is to as transparently as possible create a plan for implementation that will then be communicated to the larger A&T cluster. There are two categories of faculty who will need to be compensated for the time spent further:

1. The three members of the A&TICL working to create agendas, communicate with constituents, organize, and lead in June and August for approximately 80 hours each are:
   a. Scott Coykendall- Curriculum and Student Engagement
   b. Amanda Whitworth and Nick Sevigney Communications and Project Planning

2. Discipline Coordinators that will be meeting weekly in June and August for approximately 20 hours of work each:
   - Annette Holba
   - Patricia Linberg
   - Matt Kizer
   - Maria Sanders
   - Paul Mroczka
   - John Kreukeberg
   - Karolyn Kinane
   - Sarah Parrish

   This group will attend meetings as well as review, respond, to agendas and research done by the A&TICL. Many of these are former department chairs.
<table>
<thead>
<tr>
<th>Level of Engagement</th>
<th># Weeks</th>
<th>Estimated Total Hours</th>
<th>Estimated Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low (review, respond, reply)</td>
<td>4, 8, 10</td>
<td>20, 40, 50</td>
<td>667, 1333, 1667</td>
</tr>
<tr>
<td>Medium (meet, produce, organize)</td>
<td>4, 8, 10</td>
<td>40, 80, 100</td>
<td>1333, 2666, 3333</td>
</tr>
<tr>
<td>High (plan, lead)</td>
<td>4, 8, 10</td>
<td>80, 160, 200</td>
<td>2666, 5333, 6666</td>
</tr>
</tbody>
</table>
Appendix B

Provost Council (PC) notes

18 July 2018, 1 – 3 pm, Bradford Room Centre Lodge

Present: Julie Bernier, Pat Cantor, Robin Dorff (Provost), Jeremiah Duncan, Ross Humor, Denise Hutchins, Matt Kizer, John Krueckeberg, Alice Perlman, Francis Williams

1. Discussion of minutes versus notes: The group agreed to take notes of our meetings rather than formal minutes. The note taker will change from meeting to meeting.

2. A meeting time for the PC for the upcoming academic year was discussed. Possible meeting times are every other Monday starting at 3:30 and every other Friday starting at 3:00. This item should be resolved at our next meeting.

3. Provost office organization. The goal is to have each staff person be the main person of contact for a specific issue, so when specific issues arise, there is a specific person to be contacted.

4. Training for New Cluster Leadership and Academic Program leaders will occur August 13 and 14. All program leaders are welcome to attend.

5. Cluster terminology. We discussed the need to standardize the names of leadership roles across clusters, e.g. by each cluster having a “go to” budget person. We also discussed the need to have consistent Promotion and Tenure (P and T) procedures across clusters that are also consistent with the P and T description in the newly approved AAUP contract.

6. The Provost wishes to meet with each cluster’s leadership people in the coming months.

7. Other issues.

   Further use of URSA and URI data is postponed for now.

   We had a discussion of budget issues regarding grants.

8. The upcoming meetings of the PC Council will be:

   Tuesday 31 July, 1 – 3. Location TBD
   Tuesday 7 August, 1 – 3. Location TBD
   Tuesday 21 August, 1 – 3. Location TBD

Respectfully submitted

J Kulig
Appendix C

Summary of Cluster Budget questions and answers from a meeting on 7/26/18 with Phil Lonergan (A&T Budget and IT officer), Matty Leighton (Finance) and Mike Amicangioli (Finance)

Paraphrased by P Lonergan

1. Q: Is the goal for us in clusters to consolidate, where possible, costs? For instance in the spreadsheet handed out at the A&T budget info session there is a line "Supplies-Admin & Office" that is broken down by programs that exist in different buildings and are overseen by different admin staff. Should we be working to "reduce by sharing"?

A: The primary goal of moving into clusters is not to save money but yes there hopefully will be ways to reduce costs by consolidating,

Q: And if there are savings to be found can that money be reinvested in other ways by the Cluster?

A: Yes. Clusters have a fixed budget. If they find ways to save money in one area those funds can be used by the cluster in other ways.

2. Q: For FY19, costs have been broken down into programs. Sometimes different programs share costs. What is your recommendation as to how to distribute those costs and what is the best way to track the expenses?

A: Modification to Banner (Webi) will be used, that allows more flexibility and will consolidate the many different “reports” that banner currently uses. It also allows the creation of custom Activity codes to track unique spending that a (degree) program may require. This will replace the spreadsheets that many admins created to track spending with in a department.

3. Q: Do you have some information about lab fees and how materials for new Cluster courses that are being developed would be covered? Are Lab Fees possible? Can existing courses that require higher lab fees be raised?

A: Lab fees will continue for the time being. For the first year the Makerspace has a small budget for materials. Down the road the University would like to move to a “Degree Fee” which would be more fixed and predictable for students and families each semester. For now, new course fees will go through the curriculum committee when the course gets approved and requests to raise existing fees will go through the provost’s office.

Questions from A&T Officers:

Can lab fees be increased?

Or are we working toward eliminating lab fees and creating a sustainable course fee?

- If this is the case, how would we deal with travel (domestic or international)

- Could textbooks be rolled into course fees?
Fee that is for CLUSTER membership?

Goes toward: all cluster experiences/trips/projects

4. Q: Are programs responsible for IT long term support and replacement costs? What are strategies that are in place for this and how can the Cluster Model work with this?

A: In most cases, Student Technology Fees cover replacement and long term support of existing computers and IT equipment. As needs change requests can be put in for additional equipment. IT can assist with how this is done. The cluster can work together to stagger replacement costs of equipment that may not be under IT replacement program.