Fall 9-12-2018

Arts & Technologies Cluster Meeting Minutes
09.12.2018

Karen Schaffner
kjschaffner@plymouth.edu

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MINUTES
Arts and Technologies Integrated Cluster
September 12, 2018
3:30pm – 5:00pm
Location: HUB Hage Room


Rebecca Tarling A&T Student Liaison, Rose Chaffee, Dance & Cluster Support and Michael Truong, Cluster Student Liaison At Large

How can we effectively involve them in the cluster leadership structure process?

Course scheduling update – Scott has tentatively scheduled CMS and English courses for Spring. In conversation with Robin Dorff yesterday, going forward scheduling is going to happen at a university level not at discipline. Lessons to be learned this year. Issues that arose, scheduling rooms are difficult especially when not enough dedicated rooms. Changes to four credit is also creating some pressure. Ex: English Comp Had far more classes to schedule in smaller blocks and room space. Challenge going forward and highlights the need for a better system that we can assign rooms to courses. My question to cluster, need to schedule out two years in advance not including all courses but all courses required majors, without room assignments. What do you think of that idea? Problems?

Jonathan Santore – coming from a department tightly integrated to schedule four different majors, delicate balance of resources. Group meets almost three times to create schedule now. Very complex, would require sub cluster level to work it out before it even gets to cluster level to schedule.

Clarification by Scott- Course that has to be offered every Spring in order to meet major requirements. Offer every spring M&W at 12 pm for a two year plan. Possible to do for all required courses across disciplines?

Jonathan: If one requirement changes for degree thread, it would require need for change.

Scott; It would make it easier for students to plan in advance.

Cathie: Makes it easier to have conversation beyond semester to semester. Plan for next four semesters with knowing some changes will be made. It would be great when students come in for orientation we plan out a four year schedule. It would allow us to plan number of sections for each course that will be needed to help us plan out further.

Liz Ahl: As chair did play with two and three year plans. Considered who had sabbaticals coming up... Don’t see why you couldn’t do it knowing it will change and need to be flexible as unexpected comes up.

Karolyn K. If it is going to be done at university level, why do we spend a lot of time on this. First come first serve on room scheduling from Registrar.

Don: Yes, looking to see if there is a way to effectively schedule across university. It did not take away ability to schedule spaces. Enabled you to pull all pieces together and allows flexibility on both sides.
Not in operation here yet. Questions on how it will all work out. You select what you need and then runs through program on best to place.

Scott: Ask Registrar to assist in finding room. With four credit courses need to teach more 8 am classes. Change culture for everyone. No way to get around it. Very few Friday classes for upcoming semester. Problematic with our success for students.

Cathie: Caution against scheduling classes at same times. Ex: athletes... if always offering a class at 3 pm

Scott: Switch up Fall and Spring times to vary.

Liz: Why are there so few Friday courses?

Scott: Two blocks versus three blocks.

Jonathan: Unable to stay to end, with Don Birx here would like to discuss Comp Science & some Arts moving out of cluster. Very concerned and want a discussion about this. Cluster divorces are creating a negative effect for our students. What can we do about this?

Scott: We have met with Provost three times over last few weeks. Lot of things in movement right now. Lot of pushback on idea that cluster structures have to be so rigid. Need to soften so that it accommodates all.

Nick: When Visual Art wanted to move out of cluster, we are on it and trying to figure it out with Provost.

Paul: With cluster projects we need open lab times across discipline where there are blocks of time for students to work together. Use Fridays for this.

Scott: I think Wednesday a better day for this. Like idea of using Fridays to schedule special courses and joint meetings across discipline. Like four day class schedule and I think Fridays it creates the worse for Thursday nights for students.

Nick: Maybe two blocks Wednesday and Friday for this work?

Sarah: There are a lot of students that work on Fridays to help pay for college. They go home to work the three days.

Scott: Will keep working on two disciplines schedules. I will work on proposing a two year schedule at least for those two groups.

Cleaning up files on 365 group- Working on it. Will organize in searchable folders.

Amanda: Update on communicating. Rose will consolidate files into folders so you can search by folders in the next couple of weeks. Pushing communication on Cluster Connect. Enhance with calendar, forms etc... Cluster Connect is pretty clunky and money is exhausted to make changes/updates. What is the best way to get you calendar and filing sharing. Try to use Cluster Connect to drive all communication. If we have to deter for ease of use for all of you, we will. Lessen number of communication tools we need.

Liz: Not integrated, does not solve a problem, what is happening with Cluster Connect.
Amanda: Denise Hutchins, Matt Kizer, Ross Humer- on committee.

Cathie: I post blog on Cluster Connect and Yammer with no results from Cluster Connect. Yammer part of O365 waffle.

Amanda: Easier ways to communication. Trying Teams, so many to choose from with lots of players and syncing that needs to happen. Hoping to be more smooth at the end of this term.

Nick: Trying to figure out how to reach you. We send out weekly update and feel like no one reads it. Jo Ann G says use O365 Groups.

Liz: Why do you think we are not reading the email? Just ones from A&T not reading?

Scott: You have to opt in to have Groups to send emails to your Inbox. Only 29 Votes for Personnel officer ballot.

Cathie: Can the default be opt in?

Liz: Communication tool issue or is it something else?

Karolyn: Size is good but buy in from faculty low. Robin said stop working on structure and start creating student experiences.

Nick: We clarified with him that we should keep doing what we are doing.

Scott: That does not mean that what we create will be used in future.

Nick: Where is connection with other clusters? Leaders in each cluster need to connect. We need information to do this.

Provost Council update (see appendix A)
Scott: Cluster leaders will be attending Provost Council meetings in the future.
John as TLT rep and Matt as Provost Council.

Personnel Update - Welcome and congratulations. Leadership team met Tuesday with Provost. Plan is to present a more finessed governance model in Spring, work plan schedule typically is to be turned in by April. It may be more difficult this year. Look at the work plans earlier in the year to see how they will impact the process moving forward with these officers. Set up a system that coordinators with Metty & Paul to get cycle late-March early April to get process finalized for upcoming vote in May.

• Welcome Paul and Metty!
• Metasebia Woldemariam: mwoldemariam@plymouth.edu
• Paul Mroczka: pmroczka@plymouth.edu

INCAP Courses – Title and Description Feedback for Abby Goode
This is something I would normally bring to the English Council. I am teaching. Need new title.
Cathie: INCAP proposing an IS 4000 similar to IS 1000 course. Experimental course Signature project. Teams of student involved in team based project learning. Student led interests with knowledge from outside and within discipline of major to accomplish.

Abby: INCAP will replace INCO requirement. It will be outside of the major. Anxious about marketing and enrollment of courses. Previous taught a similar course for English INCAP course. This course will be geared to a multi-disciplinary crowd trying to recast and market to attract students. Looking for feedback on title from all of you.

Nick/Cathie 4 credit course.

Suggested titles: Chewing on Food Issues, Where’s the Beef, Use the words controversies-debate as the words initiatives could feel abstract.

Sarah Parrish: Politics- Need to define this is not about “electoral” politics

Cathie Leblanc: Place group project at foreground of description.

KK: Meeting with Howard Frederick. Enterprise Mindset & Contemplative Mindset share ideas.

Trish: October 2nd, TIGER open performances for the campus.

Meeting adjourned at 4:45 pm.

APPENDIX:

Course Description:

IS4xxx: The Omnivore’s Dilemma: Trends and Crises in American Food Politics (4 cr)

What are the politics and narratives associated with eating in American culture? How might they help us confront the many ecological and social crises related to food in our community? Taking into account contemporary environmental debates about organic farming and locavorism, this course explores the cultural history of what Michael Pollan calls "our national eating disorder." First, we will examine and critique contemporary food writing focused on industrial agriculture, Slow Food, neo-agrarianism, local consumption, and the organic movement. Then, working across a range of disciplines, students will use their knowledge to develop and implement their own, original initiatives related to food, farming, and health in their community. All majors welcome. Not open to students who have earned credit for EN 3850. Prerequisite: Junior status. (INCO)

Notes from Abby:

"Eating American Literature" was such a good title (Liz thought of that) and it was clearly an INCO course focused on bringing environmental studies TO the field of literature. I'm trying to articulate my INCAP as an environmental humanities course of sorts and I want to be broad but
accurate. Since I'm not an environmental science or food systems specialist, I want to be clear about what the course really does.

I'm struggling to create a title that is clear and concise and sexy enough to attract students, but that also is accurate. Titles like "Sustainable Agriculture and the Local Foods Movement" don't quite capture the critical thinking/humanities elements of the course. My course is closer to this syllabus from Penn State, but "Eating your Ecology" seems kind of obtuse, and too lit-disciplined. http://english.la.psu.edu/undergraduate/adventure-literature/eating-your-ecology/sample-syllabus

Upcoming Events

**MAKING WORK: PLYMOUTH’S CREATIVE ECONOMY**

September 13 – October 11, 2018  
On View at Silver Center for the Arts Lobby  
Opening Reception: September 13, 5-6:30pm  

Who are the creative workers who enrich our community? How do the arts and creative workers impact local businesses and the region’s economy? How could a collaboration between the arts and businesses help the future of the Plymouth region? This participatory exhibition invites input and ideas that can be woven into a larger plan for the region.

**EAGLE POND SERIES**

Kicking off the Eagle Pond series this year we have (gasp) a writer of fiction, Sherrie Flick. She'll give a reading and book-signing with her hot-off-the-press collection, *Thank Your Lucky Stars*, on **Thursday, September 20, at 7PM**, in Smith Recital Hall at Silver.

An award-winning author of a novel and two recent collections of short and very short stories, as well as editor of others, Flick is particularly known as a master of the art of "microfiction" (very, very, very short stories). She is also a food writer and freelancer.
APPENDIX A:

Provost Council (PC) Notes
21 August 2018, 1 – 3 pm, HUB 109

Present:

Administration: Provost Dorff, Gail Mears, Tracy Claybaugh
Cluster Representatives/Leaders: Pat Cantor (ED&SC), Jeremiah Duncan & John Kulig (E&D), Matt Kizer (A&T), Francis Williams (J&S), Julie Bernier (HHE), Marcel Lebrun (I&E), Sheryl Shirley & Mary Ann McGarry (TESD)

Other Representatives: John Krueckeberg (TLT), Christin Wixson (library)

1. Cluster Budgets

• Budgets will be at the cluster level only (not program level) starting in FY2020.
• Conversations will be ongoing about how to collect information about spending at a program level, even as we move towards cluster budgets.
• Articulating what is to be gained by having budgets at cluster level rather than program level, will help everyone better understand how to implement the change.
  o Functions will be driven by the budget, we want clusters as the core academic unit of the university to drive cluster based functions. This is a measure to help continue to break down silos.
  o Trying to meet goals set by the board.
• Role of budget liaison. Budget liaison is a communicator role, putting together the budget requests for financial services that reflect the priorities of the cluster. Not all decisions will rest on shoulders of budget managers, decisions reflect agreement of all appropriate parties.
• Terminology: Budget Manager vs Budget Liaison. General preference is for Budget Liaison.
• Dealing with budget reallocations:
  o Money has been allocated based on number of majors, resulting in (on paper) budget increases for some programs, and decrease for others (ex: programs with few majors but many gen ed courses.) We need to be flagging these instances this year and to be talking within the clusters about these things. It’s a lot of work for this year, but we need to refine as we go along. Where people see something odd or different, they need
to bring it up.

  o When you find and identify the things that are off, let Academic Affairs know in addition to financial services.
  o Every 3 months, financial services will “true up” (move money into budget lines that are overspent, within reason.)

2. Student Representatives to Clusters

  • It is unclear who asked student senate to choose student representatives to clusters.
  • Need to determine how this role was described to the students who ran, what are their expectations about what their roles will be?
  • Provost Dorff believes student is a communication liaison. Not sure what students’ expectations are, Provost will reach out to student senate to understand the origin of this.

3. Summer Stipends

  • Academic Affairs needs to know who is on summer stipend for cluster work
  • Council members will please submit information to Academic Affairs about compensation received or owed.

4. Building Access Changes

  • There are valid security reasons for changes, especially issues with open access to residence halls. Need also to protect faculty and staff.
  • Will make accommodations where necessary: when accessibility/ADA is the issue.
  • Even doors that are not open to the public are still able to be used by anyone with a PSU ID (except for the loading docks.)
  • Discussion of accessibility for D&M with respect to loading dock entrance.
  • Discussion of Rounds Hall ramp for the ADA door being impassable in winter and signage suggestions.
  • Discussion of Mary Lyon garden level lack of public access.

5. Other Business/Miscellaneous

  • Release time or other support for program coordinators or program leaders is still TBD.
  Academic Affairs welcomes brainstorming/suggestions from clusters. More information about the cluster leader roles is needed before clusters can make suggestions.
• Evaluator role: Provost suggests that evaluations don’t have to be done by one person, it could be distributed across multiple people. Some concern that there needs to be uniformity across clusters, especially for P&T evaluation.
• This year the P&T evaluation at the cluster level will be an observation as to cluster participation and whether it would be considered sufficient in future years. The expectations that the person has been working under are what is applied. Academic affairs will get a few questions out ahead of time to help guide the people providing the cluster level evaluation.
• Untenured faculty participation in annual work plan evaluation. Some clusters have untenured faculty in leadership positions. Potentially awkward situation of doing an annual evaluation on someone who will later serve on your P&T committee.
• Request for discussion at next meeting on Program Coordinator role, to understand what it means across all clusters.

Meeting adjourned at 2:45.

Next Meetings: Wednesday, August 29th 3:30 pm
Monday, September 17th 3:30 pm

Respectfully submitted by Christin Wixson