

**COUNCIL OF CHAIRS**  
**Minutes**  
**Wednesday, September 24, 2008**  
**Action items in red.**

Present: Provost Bernier, E. Ahl, D. Berona, D. Betchart, T. Boggess, B. Boschmans, P. Cantor, K. Chong, P. Fedorchak, D. Haight, K. Hart, V. Lelas, L. Levy, B. Lopez-Mayhew, D. Mackey, R. Marshall, G. Mears, C. Moniz, D. Moore, L. Reitsma, J. Santore, A. Thurston, W. Tomkiewicz, C. Vascak, D. Zehr

Absent: E. Hoffman

Guest: Steven Taksar, Vice President for Finance and Administration

The meeting was called to order at 2:38 p.m.

Approval of draft minutes from September 10, 2008 -- *Approved as submitted*

Guest: Steven Taksar, Vice President for Finance and Administration – an introduction.

VP Taksar is working on meeting people across campus and establishing relationships. Offered to meet with each department in an effort to have an opportunity to get to know all the faculty. If a department meeting doesn't work, would like to meet with each Chair. Is already scheduled for some departments.

**Please set up with Nancy Pettengill (x. 52328).** Realizes that chairs and departments have busy schedules and neither option may work, but wanted to make himself available.

- **Internationalization Task Force Report** – Daniel Moore and Barbara Lopez-Mayhew

The Task Force's 25-page document is available on the Groups tool on myPlymouth. (You will need to join the group to access the report. Here are instructions:

1. go to myPlymouth
2. on the Welcome tab, on the left side under "My Services: Everyone" find the "Groups" tab and click on it.
3. click on the "Groups Index" tab at the top of the page.
4. under "Categories", click on "Academic"
5. click on "Internationalizing PSU" on the list of Academic groups
6. click on "Join Group" in the middle of the screen
7. click in both boxes of "required information", and then click the "Join" button
8. a message confirming that you have successfully joined the group will come up. Now, when you go back to the Welcome tab in myPlymouth and click on "Groups," the "Internationalizing PSU" link will show with your other groups. Click on it. Then click on "Files," which will bring up the list of the Task Force documents in chronological order. Scroll down to 6-23-08 Final Report.doc.

This has been a year-long process looking at the social and academic aspects of international exchange and programs, as well as the movement of people around the world. Better communication to the campus about academic programs and international activities was cited, as well as planning a more inclusive (all academic departments and the town of Plymouth) International Week. Also examined how to recruit students from other countries to come here and then have our students study abroad.

On a related note, ELS Services is coming in 2010 to Mary Lyon Hall. Provost Bernier informed the Chairs that Chancellor Reno, who is a strong supporter of internationalization, has announced his retirement, but that he is still looking for international programs and partnership opportunities to support

and advance from the USNH campuses. **She asked the Chairs to think about their departments and any ideas that we might submit to him related to this topic.** Please let her know before October 24<sup>th</sup> about any possibilities. She has to get back to him by the end of October. Provost Bernier will meet with the Task Force to talk about bringing in a consultant to look at how our international activities and programs connect and communicate. There was some discussion on internationalization.

- **PSU History Project** – Marcia Schmidt Blaine and Louise McCormack

Due to a change in venue for the meeting, the slide presentation that Marcia and Louise had intended to show could not be shown. Two years ago they developed a PowerPoint slide presentation on the history of PSU for new faculty orientation. They would like the presentation to expand to include every academic department. **Each department is asked to send 3-5 slides that show something about the history of that department.** Could be a person, place, or thing. They gave some current examples. They will not be able to include all slides sent in since this would make the presentation cumbersome, but they will edit carefully. **They need these slides no later than October 31<sup>st</sup>. Please send them to Marcia (mblaine@plymouth.edu).** Please include the source of the slide, if possible. They will run the edited presentation by the department chairs for their final comments.

- **Presentations of Student Research** – Daniel Moore

Vice Provost Moore is trying to coordinate activities across campus which showcase student research in courses and independent studies. Wants to highlight their presentations as activities open to the campus and the public to highlight what they are doing. Right now things seem to happen in a rather scattered fashion and nothing is coordinated. **He would like the departments to notify him when they are having presentations of student research so he can coordinate these activities (if possible) and communicate to the campus so that people can come to see what wonderful work our students are doing.** Some discussion.

- **“Observing” online classes** – Provost Bernier

As we have more and more online classes, and we have new adjuncts who only teach online, how do we evaluate that? She suggests that, as the chairs schedule their faculty observations, if the class is an online class, ask for online access to that class, sit down with the faculty member and see how they conduct the class. We want and need to be able to evaluate these classes, but it is a challenge. Discussion.

- Provost Bernier distributed a handout from the American Council of Learned Societies Advancing the Humanities which described opportunities for **fellowships**. She just got this today, but some of the deadlines are as early as October 2<sup>nd</sup>. **You will need to get this information to your faculty quickly.**

- **Campus Communicators** – Chris Williams (requested by J. Santore)

This is a new effort which came about as the result of the President’s Communications Task Force. He would like to identify folks on campus who are communicators (email, publications, etc.) in an official capacity. He plans that this group will be 5 times per year, beginning October 7. The goal is to raise the level of consistency and quality of all communication that comes from the campus. He wants to empower these folks to become effective communicators. **He asked that each department identify the folk/s who should participate. Please forward names to Shannon Sargent (smsargent@plymouth.edu) in PR.** The first session will be informational and goal-setting. This effort is being made to identify resources and create a sense of community; it is not for the purposes of approving campus communication. Students may come if they are employed by the department.

1. J. Santore reported that 90% of the students he has spoken with about going paperless for registration want to continue having a paper schedule. This item will be reviewed in October.
2. He also asked if there was any chance of moving the registration process a little later. The Registrar's Office will be looking at the whole process to see what can be improved. Discussion.

Announcements

Reminder that the Faculty Forum on General Education is scheduled for 4:00 p.m. following today's meeting in the HUB MPR.

The meeting adjourned at 4:00 pm.

Respectfully submitted,  
Alice O'Connor, Scribe