

ACADEMIC SENATE MINUTES

DATE: January 26, 2012

PRESENT: Scott Murray
Don Larsen
Susan Gilbertz
David Gurchiek
Doug Brown
Bruce Brumley
ReAnna Kero (student)
Tasneem Khaleel (ex-officio)
Marsha Riley (ex-officio)

Stephen Eliason
Paul Bauer
Craig McKenzie
Keith Edgerton
Mark Hardt
Patricia Vettel-Becker
Diane Duin (ex-officio)
Mary Susan Fishbaugh (ex-officio)
Mark Pagano (ex-officio)

ABSENT: Sandie Rietz*
Stacy Klippenstein (ex-officio)
* *excused*

Tim Wilkinson (ex-officio)*
Terrie Iverson (ex-officio)

GUESTS: Lisa Kemmerer
Michael Barber
Michael Campbell

Linda Wham
Anne Milkovich

PRESIDING: Bruce Brumley, Chair

Bruce Brumley called the meeting to order at 3:43 p.m. in the Chancellor's Conference Room.

The minutes of January 12 were accepted as presented.

The agenda was modified to postpone second reading of Items 20 and 20.a until the next meeting.

I. COMMITTEE REPORTS

Mr. Brumley reported that the Executive Budget Committee is working on the student equipment fee proposals. They no longer have to be approved by the student government and the Board of Regents because we are going to use a different funding source in order

to use the student equipment fee money more appropriately. Instead, the equipment will be purchased with other, one-time funding in our budget.

Mr. Brumley also noted that the Chancellor's Cabinet has discussed some reorganization and one of the Vice Chancellors will be visiting with the Senate about that soon.

II. PROVOST REPORT

Mark Pagano stated that the equipment purchases, mentioned by Mr. Brumley, will start soon. We hope to use the student equipment fee funding in the new building we hope to have approved soon.

The University Budget Committee will meet on February 16, 2012.

Dr. Pagano reported that MSU-Bozeman has asked us not to go forward with the MPA proposal to sever our ties with Bozeman's program. Dean Tasneem Khaleel noted that this is the second time we have been asked to pull this proposal.

Dr. Pagano also reported that he was asked by Heidi Pasek, Associate Dean of the Great Falls COT, if we were interested in joining with them and Gallatin College in offering a Certificate in General Education. We only had a week's notice, so Dr. Pagano declined, but he would like to know if we at MSUB are interested in offering this Certificate. There are no new courses, just packaging.

⇒ Motion by Susan Gilbertz, seconded by Scott Murray to **refer the discussion of the Gen Ed Certificate to the General Education Committee, and have that Committee report back to the Senate.**

⇒ Motion carried.

Dr. Pagano stated that the program prioritization summit is scheduled for February 14 in Bozeman.

III. DISCUSSION/ACTION ITEMS

A. Intellectual Property and Online Courses

Lisa Kemmerer, English, Philosophy, and Modern Languages Department, brought her concern that both BOR policy and the MSUB online course conversion agreement state that any electronic materials used in an online course is owned by the University or the University System. In the BOR policy, it could be any course, online or on-site.

It was suggested that we could formally protest this policy with the BOR, and if that goes nowhere, take it to the Human Rights Bureau.

It was noted that if faculty do create electronic materials, they should be advised to keep them on a disc or jump drive, not the University's system, so they retain possession.

There is a listening session with the new Commissioner of Higher Education, Clayton Christian, on February 23. We could voice this issue at that forum. However, it's only an hour. It was agreed that we should invite the Commissioner here to visit with us about the mechanism to change this BOR policy.

B. Visit with MSU President Cruzado

We did not ask President Cruzado to visit us last semester. Should we have her in the Spring? It was agreed that President Cruzado and Provost Potvin will be asked to visit MSUB.

C. Online Evaluations of Courses

The issue of students not completing evaluations of online courses in particular has become quite a problem. When we had eCollege, the program forced students to complete the evaluation. D2L does not have that capability. So, we have to remind students, via email, to evaluate their courses. We can do this using their official email, which students do not use or check; their preferred email, which is often incorrect; or their D2L email, but faculty have asked that the D2L email not be activated.

It was suggested that a faculty body should be organized specifically to talk about issues involving online education.

Anne Milkovich, Director of Business Administration for the Information Technology Center at MSU-Bozeman, described the new scantron system they have recently adopted, called Class Climate. It can combine the results of both paper and online evaluations (if they have the same questions) and paper evaluation are very easy to scan. Great Falls and Havre are also using this program, based in Bozeman.

Michael Barber, Chief Information Officer, stated that they want to use the D2L email because they will likely get better results. We will also save money, as the COT is already paying an outside contractor to handle their evaluations, and time if we switch to using the Class Climate system. We do not have to change our evaluation as it stands now, as this is a contractual issue anyway, and we will be able to combine our online and on-site results.

⇒ Motion by Keith Edgerton, seconded by Doug Brown that **the Senate supports using the new Bozeman evaluation system, Class Climate, to process our course evaluations.**

⇒ Motion carried.

It was noted that the east campus evaluation needs to be overhauled as well, which is a contract issue. The Bozeman evaluation (attached to these minutes) is short and sweet; the faculty of the east campus will be asked to vote if they want to move to that evaluation.

The meeting adjourned at 5:01 p.m.

rjrm

CLASS CLIMATE FACULTY COURSE EVALUATION SYSTEM QUICK FACT SHEET

General

- Course/instructor information pulled from Banner
- Course/instructor information must be accurate in Banner
- Departments request evaluations specifying questionnaire and delivery method
- Custom questionnaires can be developed
- XML loaded into Class Climate
- CSV files can also be imported (allowing modification of incoming data)
- Evaluations are organized by college – department – instructor – course

Paper Delivery

- Each form barcoded with instructor, course information for rapid scanning
- Forms can be single or double-sided, scanned front/back or upside down
- Organizing the forms first is optional but helps with administration
- Forms can't be re-used or shared
- Cover sheet prints with customizable instructions, course/instructor information
- Must use blue or black pen to complete
- Students must X in the boxes, not fill in
- Paper forms are scanned and stored in the system; paper forms later discarded
- Handwritten comments can be anonymized by an administrator

Online Delivery

- Unique link emailed to student for each online course evaluation
- Link can only be used once
- Email addresses pulled from Banner in XML report

Reports

- Reports are generated as PDFs and emailed as attachments to departments
- Reports can be emailed to a single department contact or directly to faculty
- Reports summarize quantitative results and list all comments
- Comments are separated from individual quantitative answers
- Reports are available compiling or comparing any combination of university, college, department, instructor, course information
- Report formatting cannot be customized
- Reports can compile and compare same questionnaires regardless of delivery method but not different questionnaires.

4. GENERAL COMMENTS

Please write individual comments in the boxes below. Writing that falls outside the box areas cannot be scanned. Comment boxes do not stay together in the final report; they are shown as separate comments.

4.1 Comment Area

4.2 Comment Area