

## ACADEMIC SENATE MINUTES

**DATE:** February 26, 2015

<b>PRESENT:</b>	Tom Dell	Patricia Vettel-Becker
	A.J. Otjen	Cindy Dell
	Susan Gilbertz	James Barron
	Andrew Sullivan	Paul Pope
	Stephen Coffman	Sonja Choriki (student)
	Diane Duin (ex-officio)	C. Shearer-Cremean (ex-officio)
	Barbara Wheeling (ex-officio)	Mark Pagano (ex-officio)
	Matt Redinger (ex-officio)	

<b>ABSENT:</b>	Francisco Saldivar*	Debra Johnson*
	Kelly Shumway*	Bruce Brumley*
	Mary Susan Fishbaugh (ex-officio)*	Rita Kratky (ex-officio)
	Terrie Iverson (ex-officio)	Joe Oravec (ex-officio)
	* <i>excused</i>	

<b>GUESTS:</b>	Mark Nook	Susan Balter-Reitz
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**PRESIDING:** Susan Gilbertz, Vice Chair

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Susan Gilbertz called the meeting to order at 3:40 p.m. in the Chancellor's Conference Room.

The minutes of February 19 were accepted as presented.

### I. CHANCELLOR REPORT

#### **Interim Provost**

Mark Nook reported that The Registry supplied us with eight resumes to review. He shared them with a few people, including Dr. Gilbertz and Bruce Brumley, and they worked the list down to three candidates. Those three candidates will be here this Sunday and Monday, March 1 and 2. A schedule of meetings with Cabinet, the Deans, and faculty will be out shortly, so if any Senator can attend on Monday it would be most appreciated. Any faculty member, not just Senators, will be welcome at the Monday

meetings. All three of the candidates are retired, and all have served as Provosts. Some were also CEOs or have system-level experience. We should have an Interim Provost named by the time Spring Break is over.

There will be a reception for our departing Provost Mark Pagano on the afternoon of March 11.

## II. PROVOST REPORT

Dr. Pagano noted that the budget materials had been promised to be posted on the web, but there was a delay. The materials should be posted today, however.

Dr. Pagano stated that he is holding a few items that were approved at last week's Senate meeting:

**Item 66** ACT 151 Beginning Billiards. New course.

**Item 73** AAS in Welding and Metal Fabrication Technology. Modification to an existing program.

**Item 73.a** Certificate of AS in Welding and Metal Fabrication Technology. Modification to an existing program.

**Item 73.b** Certificate of AS in Welding for Energy Technology. Modification to an existing program.

**Item 73.c** WLDG 152 Layout Pattern Making. Delete course.

**Item 73.d** WLDG 255 CNC Burn Table Programming and Operation. Delete course.

Item 66 has issues with the staffing, which were mentioned in the Senate meeting. Items 73 – 73.d are being held since the welding program added a drafting course, and it has since been announced that the Drafting & Design program will be deleted as part of the budget cuts. The Provost noted that we are required by the MTYCFA (the City College faculty union) agreement to create a teach-out plan for the program, so once that is prepared, a decision can be made on the welding program changes.

Dr. Pagano noted that we had an item on the BOR agenda for next week to finalize the departmental changes at City College. However, now that the Drafting & Design program will be ending, we need to update that. An updated version will go to the BOR in May.

## III. COMMITTEE REPORTS

None.

## IV. ITEMS FOR INFORMATION

**Item 44.d** AS Program of Study in Pre-Engineering. Modification to an existing program.

**Item 56.h** BS Major in Political Science. Modification to an existing program.

⇒ Motion by A.J. Otjen, seconded by Jim Barron to **accept Items 44.d and 56.h.**

⇒ Motion carried.

## V. ITEM – SECOND READING

**Item 88** New Form: Communication Form to ensure communication among colleges.

⇒ Motion by Tom Dell, seconded by Paul Pope to **approve Item 88 on second reading.**

⇒ Motion carried.

⇒ Motion by Patricia Vettel-Becker, seconded by Cindy Dell to **remove the signature line for Teacher Education proposals from the curriculum forms.**

⇒ Motion carried.

## VI. DISCUSSION/ACTION ITEMS

### A. Spring Break Policy for both Online and On-Site Courses

Guest: Susan Balter-Reitz, Director of eLearning

Dr. Balter-Reitz stated that a year ago, a student contacted Provost Pagano because he was assigned work which was due during Spring Break. The student's issue was that he would be on a mission trip and unable to do the work over the break. This student was taking a mix of both face-to-face and online courses, as do 34% of our students. Since we do not have a policy about breaks, we had no recourse for the student, and in turn, we are setting up the student to make a grade appeal. The question is, should there be a policy, and should it encompass both face-to-face and online courses?

It was noted that for most students, if they know ahead of time an assignment is due during Spring Break, they can get it completed and turned in before departing, if necessary. The problem comes if the assignment is not known ahead of time. It was also noted that some courses are offered entirely during Spring Break, and some study abroad course trips are taken during the break, as well. A policy will need to be created that would be flexible enough for all courses.

The Senate requested Dr. Balter-Reitz create a couple draft policy options which the Senate can discuss at the next meeting.

**B. The Role of the Academic Senate in Staffing, Budget, and Curriculum**

It was noted that we need to discuss what we do, as a Senate, and what is the best way to do it. Relatedly, we also need to clarify what college curriculum committees, university-wide curriculum committees, and the Senate should be looking for in curriculum proposals. If each level is looking for something different, that would perhaps speed up the process. It was suggested the Senate request each college review their curriculum committee bylaws as a starting point.

It was cited that the Senate also needs to decide how much we need to see regarding program budgets. We cannot make curriculum decisions in the absence of budget information, because staffing, budget, and curriculum are all interconnected. It was stated that the Senate has a responsibility to make sure budget and staffing have been discussed and considered as part of the curriculum review process.

It was suggested that the expectations of the Deans in the curriculum process should be clarified, because Deans could be the step in the chain to offer budgetary and staffing feedback.

Chancellor Nook noted that the Senate has the responsibility of deciding if a program is something we want on campus, and if it fits with the other things we are doing. The administration will always have the prerogative to say some courses or programs cannot be funded at a given time.

Dr. Barron and Dr. Gilbertz volunteered to work on a proposal to review the curriculum process and the responsibilities of the various curriculum committees.

**VII. NEW BUSINESS**

The joint Master of Public Administration program with Bozeman is once again being re-thought. The Provost at Bozeman, Martha Potvin, has stated that the two programs must be essentially the same, returning to the original MOU for the program. Bozeman has acknowledged that they have not met their side of the agreement and as a result the curriculum at both units has drifted. The issues include differences in staffing from MSUB and Bozeman, as well as concerns about control of curriculum. Is this one step away from Bozeman telling us how to manage any program?

The meeting adjourned at 5:02 p.m.

rjrm