

ACADEMIC SENATE MINUTES

DATE: December 10, 2015

PRESENT:	Tom Dell	Patricia Vettel-Becker
	A.J. Otjen	Cindy Dell
	Francisco Saldivar	Susan Gilbertz
	James Barron	Andrew Sullivan
	Vern Gagnon	Kelly Shumway
	Paul Pope	Sarah Keller
	Stephen Coffman	Baudry Metangmo (student)
	Diane Duin (ex-officio)	Christine Shearer (ex-officio)
	Barbara Wheeling (ex-officio)	Clifford Coppersmith (ex-officio)
	Robert Hoar (ex-officio)	Matt Redinger (ex-officio)

ABSENT: Mary Susan Fishbaugh (ex-officio) Terrie Iverson (ex-officio)
Joe Oravec (ex-officio)
* *excused*

GUESTS:	Suzette Nynas	Cheri Johannes
	Mark Nook	

PRESIDING: Susan Gilbertz, Chair

Susan Gilbertz called the meeting to order at 3:40 p.m. in McMullen 305.

The minutes of December 3 were accepted as presented.

I. PROVOST REPORT

Dr. Hoar stated that enrollment for Spring is looking strong. We have done a lot to encourage students to sign up; whether they will stay for the semester is still in question. We are way ahead of last Spring, but comparing to last Spring doesn't make a lot of sense given the amount of effort put into retaining students this year.

II. CHANCELLOR REPORT

Dr. Nook noted that Athletics has never had an advisory committee, so they are now organizing one according to NCAA guidelines. It will be chaired by the Faculty Athletics Representative (FAR), Scott Harris. Athletics has worked with a consultant to form a strategic plan. The advisory committee will review that strategic plan and make recommendations to the Chancellor. Also, recently Athletics let two coaches go, in volleyball and golf. The programs are moving in a new direction and the volleyball coach search is already underway. Now is not a good time to search for a golf coach, so that will happen later.

A question was raised about the College of Arts & Sciences restructuring process. Dr. Nook stated that the group has come up with some options and he has asked Dean Shearer to make recommendations on those options. He will also ask the Provost to make recommendations. He hopes to have this done by the end of this semester.

III. COMMITTEE/OTHER REPORTS

None.

IV. ITEMS – CONSENT

Item 22 PSYX 499 Senior Thesis. Change prerequisite.

Item 25 AHMS 201 Medical Science. Delete course.

Item 25.a Certificate of AS in Medical Coding & Insurance Billing. Modification to an existing program.

Item 19 Teaching Minor in Mathematics. Modification to an existing program.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **approve the consent agenda.**

⇒ Motion carried.

V. ITEMS – FIRST READING

Item 20 COMT 502 Research Methods. Change course description.

Item 20.a COMT 570 Applied Communication Studies. Change course description.

Item 20.b MS in Public Relations. Modification to an existing program.

⇒ Motion by Paul Pope, seconded by Francisco Saldivar to **approve Items 20 and 20.a on first reading.**

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **waive second reading of Items 20 and 20.a.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Vern Gagnon to **approve Item 20.b on first reading.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **waive second reading of Item 20.b.**

⇒ Motion carried.

Item 26 SCOU 597 Capstone in School Counseling. Change credits from 1 to V1-2.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Item 26 on first reading.**

It was noted that students in the school counseling program were winding up one credit short in some cases.

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by A.J. Otjen to **waive second reading of Item 26.**

⇒ Motion carried.

Item 30 AHAT graduate level courses. Change rubric to ATEP.

Item 30.a MS in Athletic Training. Modification to an existing program.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **approve Item 30 on first reading.**

Suzette Nynas, Athletic Training Program, noted that they are changing the rubric of all Athletic Training courses to ATEP to be consistent with Missoula's program. They are collaborating with the University of Montana to offer courses. Three courses will be offered only at MSUB, and U of M students must take them from MSUB, either in person or at-a-distance. The same is true of three courses offered only by U of M. They do not have an MOU at this time, but they are just beginning this project. The Senate urged Dr. Nynas to get a written MOU as soon as possible. Dean Diane Duin also noted that this collaboration is on record with the Board of Regents.

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by Kelly Shumway to **waive second reading of Item 30.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **approve Item 30.a on first reading.**

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **waive second reading of Item 30.a.**

⇒ Motion carried.

VI. DISCUSSION/ACTION ITEMS

A. ASMSUB Memo: DegreeWorks and Book Ordering

Baudry Metangmo, ASMSUB Vice President, noted that he was charged by the Student Senate to write to the Academic Senate about two issues: faculty use of DegreeWorks and faculty book ordering. The Senate discussed the importance of DegreeWorks to students at a previous meeting, resulting in this memo (attached to these minutes).

Mr. Metangmo noted that he currently works at Jackets & Co., which gives him insight into the book ordering process. If book orders are placed early by faculty, it can really reduce the costs of the books for students. The bookstore would like to move to more used books; right now about 58% of course books are new, which is not really competitive. The key to used books—and book rentals—is ordering early to ensure low cost and availability. This year the book orders are better than last year. There are only about 200 course sections missing orders at this time. It is important to let Jackets & Co. know if your course does not require a text.

Mr. Metangmo stated that when ordering for a given course, the bookstore only orders about 60% of the total needed, since some students do get their books from other sources. This does occasionally lead to shortages for students. The bookstore has prices that are very competitive with amazon.com and other book sellers. The students just need to look. Eighty-five percent of students who visit the Jackets website end up ordering their books from Jackets.

A question was raised about different editions. A faculty member had ordered a certain edition, but the publisher sent the newest edition instead, resulting in half the class having one book and half the class having another. Mr. Metangmo noted that yes, sometimes publishers will not tell Jackets they are only offering the newest edition. It's important to work with the bookstore and make sure everyone knows which edition is needed with

plenty of lead time to obtain that particular edition. Publishers should not be allowed to force faculty to use a newer edition, and Mr. Metangmo advises faculty in this situation work directly with Chad Schreier, Director of Jackets & Co., to find the needed edition.

Chancellor Nook noted that he does hear from students that they have not received their books until three or four weeks into the semester. Usually that is due to faculty being late turning in book orders. We need to shepherd this through better so this does not happen to students. Dr. Nook also noted that textbook rentals are popular, because students only pay a fee instead of buying books, but this process requires a lot of money up front from the University.

Dr. Gilbertz urged the Senators to spread the word about getting book orders in early. If the deadline is met they are saving their students a lot of money!

It was noted that last year the Deans were sent a list of faculty who had not yet ordered books for their courses, so the urgency could be reiterated. Mr. Metangmo stated that he would talk to Mr. Schreier about sending this list again. It was also suggested that it never hurts to remind faculty. Several emails should be sent, reminding the faculty to order books early.

⇒ Motion by Kelly Shumway, seconded by A.J. Otjen to **endorse the ASMSUB memo.**

⇒ Motion carried.

Dr. Gilbertz will get the memo to the administration for circulation to all faculty.

B. Bylaws Revision: Chair Term vs. Senator Term

At the Senate Retreat in August, the concern was raised that a sitting Chair of the Senate may be bumped off the Senate due to either a term limit or losing a bid for re-election as a Senator. This proposal was to avoid having a new chair thrown into the responsibility with no training.

⇒ Motion by A.J. Otjen, seconded by Francisco Saldivar to **accept the changes to the bylaws as presented.**

It was noted that these changes would elect a Chair Elect in the last year of a Chair's Senator term, as a back-up.

⇒ Motion by A.J. Otjen to table the bylaw changes at this time.

C. Homeless A&SC Courses

Dr. Gilbertz noted that she sent out several reminders to her college about the old courses that had not been offered in five or more years. A&SC 350 Perspectives on Women has never been moved to a department and has not been offered for years. Since this course is not in any department, the Senate doesn't have a process to deal with it. Dr. Gilbertz

proposes having the current director of the Women's Studies program, Jennifer Lynn, sign the deletion form, and then Dean Shearer as well. Should it then go to the UCC as well? It was stated that the Senate could simply delete this course right now.

⇒ Motion by Steve Coffman, seconded by Sarah Keller to **delete A&SC 350 (Item 34) right now.**

⇒ Motion carried with 1 opposed.

The meeting adjourned at 4:50 p.m.

rjrm

MEMORANDUM

To: Montana State University Billings Faculty

From: Associated Students of Montana State University Billings (asmsub_pres@msubillings.edu)

Date: November 30, 2015

Subject: DegreeWorks and Book Ordering

We, the Associated Students of Montana State University Billings are aware of several issues affecting students on our campus. Knowing the care and concern our faculty here at Montana State University Billings has for our students, we would like to invite you to help us improve the advising experiences and reduce the cost of our books.

The first issue brought to us by our students regards the use of DegreeWorks. This wonderful program seems to be very helpful for our freshmen and sophomores, but for several of our juniors and seniors there seems to be a challenge. Indeed, there have been complaints of advisors not being proficient at using DegreeWorks during advising session. This has cost students several trips to Admission, adding to their already existing stress factors. We know that DegreeWorks is as new to our faculty as it is to us and we have communicated with the Faculty Senate to insure the availability of training sessions to faculty on the matter.

Secondly, students have been complaining about the book prices at the Campus Store, Jackets & Company. After several discussions with the campus store director, several points of improvement have been identified to help decrease the book prices. One of the avenues directly concerns faculty. Specifically, if the book orders for the upcoming semester are placed by the deadline set by the Jackets & Co., the Campus Store could get significant discounts on their book orders. This would effectively decrease book pricing. Furthermore, for books that are reordered from the previous semester, the store could buy them back from students and sell them for much cheaper the following semester. All this is only possible if the orders are accurately placed on-time.

We know the hard work all our faculty accomplishes on a daily basis for the sake of us students and we are greatly appreciative of that effort. We hope that through these improvements we can all together provide a better students experience on our campus and so doing, impact our retention and recruitment.