

## ACADEMIC SENATE MINUTES

**DATE:** February 4, 2016

<b>PRESENT:</b>	Tom Dell	Patricia Vettel-Becker
	A.J. Otjen	Cindy Dell
	Francisco Saldivar	Susan Gilbertz
	James Barron	Andrew Sullivan
	Vern Gagnon	Paul Pope
	Sarah Keller	Stephen Coffman
	Baudry Metangmo (student)	Sonja Choriki (student)
	Diane Duin (ex-officio)	Christine Shearer (ex-officio)
	Barbara Wheeling (ex-officio)	Mary Susan Fishbaugh (ex-officio)
	Robert Hoar (ex-officio)	Matt Redinger (ex-officio)

<b>ABSENT:</b>	Kelly Shumway*	Clifford Coppersmith (ex-officio)
	Terrie Iverson (ex-officio)*	Joe Oravec (ex-officio)
	* <i>excused</i>	

<b>GUESTS:</b>	Cheri Johannes	Mark Nook
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**PRESIDING:** Susan Gilbertz, 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 January 21 & 27 were accepted as presented.

### I. CHANCELLOR REPORT

Chancellor Nook distributed an enrollment report from February 1 and stated that Spring enrollment is very near our goal. We will have a few students drop for non-payment, and we should come out around 3,100 FTE, which was our target. So, we will not have to make budget adjustments this year. Unfortunately, our enrollments are still going down, but we are getting better at setting our enrollment goals. The official census date for reporting our FTE is next Tuesday, February 9. Our Fall to Spring re-enrollment rate is at 90%, which is better than last year's 88.7%. We picked up 40-50 students who had

applied to MSUB last summer but did not enroll anywhere in Montana. We called each of those students to encourage them to enroll. Please encourage students who may not have paid yet to talk to Admissions as soon as possible to get something arranged.

On February 16, Dr. Nook will be holding budget briefings at both the main campus and City College. We did get our performance based funding of \$760,000, which he mentioned before.

## II. PROVOST REPORT

Dr. Hoar noted that the performance based funding is here on campus; we have the money. Due to this funding coming so late, it's particularly difficult to fund instructional programs with it, so we will end up with our instructional percentage slightly lower than 50% this year. Some of the funding will go toward recruitment and retention, marketing plans, and safety systems, including the emergency alert clocks across campus that are not really working. The Provost's Office will also be putting out a call for proposals very soon for learning community development projects. A portion of this, \$50,000, will be targeted tutoring. This is an immediate way to get help for students who are struggling in your classes. If you have a tutoring need, please contact the Provost's Office so we can get rolling immediately. The tutoring will be value-added; the tutors cannot do something such as monitor online chats that has already been built into the class.

Dr. Gilbertz also noted that we can't use the performance based funding for Summer courses, because summer is always counted toward the next year's budget.

Provost Hoar cited that the Board of Regents and Commissioner's Office are working on revising the new program approval process, including the forms. The new process will be presented at the March 3-4 meeting. He hopes to bring that information to the next Senate meeting.

### **CAHP Departmental Changes Briefing: Diane Duin, Dean**

Dean Duin stated that in November of 2015, the Senate indicated that Health Administration curriculum changes should come forward with a Senate sponsor. The Senate also asked that CAHP include a plan to move the Health Administration Program into the MSUB governance structure. The plan they have organized will create a new department in the College, in addition to the Department of Rehabilitation & Human Services and Department of Health & Human Performance. As a result of a lot of research, this new department will be called the Department of Health Care Services. The name is broad enough to cover the many areas within allied health, and the department then has room to grow without changing names. The new department will include the Health Administration Program, eventually the RN to BSN program they are currently working on, as well as any new allied health programs the College may add in the future.

Currently, the Health Administration Program is run by two people on Letters of Appointment. The plan is, when either one of those people retires or otherwise leaves the

University, the position will be converted to a tenure-track faculty line. The Health Administration program really needs to hire additional faculty at this point, since the faculty-student ratio is about 1:60. The new RN to BSN program will need a director, and that position will be a tenure-track faculty line also. This person will not automatically become the Department Chair, since the program will have a lot of start-up work to be done, and adding chair duties on top of that is a bit much. So, at this time, they do not have a plan for the Chair of Health Care Services. In a few years, as faculty are hired and the LOA personnel retire, a Chair will likely surface. As for administrative support, currently there is a 0.75 FTE administrative assistant split between Rehab and Health Administration, so that position would likely need to be bumped to 1.0 FTE as the new department grows. At this time, it does not make sense to merge the Department of Rehabilitation & Human Services with Health Administration, since Rehab is heading into a major accreditation visit next year. Perhaps after accreditation is secured, a merger could be reconsidered.

Dr. Gilbertz noted that the Senate does not want to hold the CAHP hostage because of this issue. Provost Hoar noted that they are creating a plan but it cannot be fully implemented because we don't have the budget. It was noted that the Senate must continue to ask that any Health Administration curriculum changes be sponsored by a member of the Senate.

### III. ASMSUB REPORT

Baudry Metangmo, Vice President, thanked the Senate for its efforts regarding book ordering to hold down costs. The bookstore did have fewer courses that were late or had no books ordered this Spring. There were no complaints of students not having books as the semester started, and the earlier ordering made for negotiating power to reduce prices.

### IV. COMMITTEE/OTHER REPORTS

#### **Academic Senate Executive Committee: Ad hoc PLA Committee**

The following committee structure and charge were presented.

*An ad hoc committee of the Academic Senate will be formed for the purposes of determining the MSUB role in, and necessary steps for, implementing Prior Learning Assessment strategies that will fit within the state guidelines. The committee should also consider whether or not different review processes are appropriate for different types of prior learning.*

*While it may be necessary for programs to identify PLA gurus, and while the Senate regards oversight of PLA within its purview, the committee should regard existing review mechanism as their first priority. Designation of a new standing committee should be avoided.*

*The ad hoc committee will consist of:*

- *3 faculty members from City College*

- *3 faculty members to represent General Education categories, 2 of which should be members of the CAS*
- *Up to 3 additional faculty members to make sure that each remaining college has at least 1 representative*
- *Matt Redinger, Vice Provost (ex-officio)*
- *Florence Garcia, Associate Dean of City College (ex-officio)*
- *Cheri Johannes, Registrar (ex-officio)*

It was noted that the charge in the second paragraph may need some work. It will be edited via email. An appeals process is also needed, and Cheri Johannes, Registrar, noted that currently the appeals are handled by the Academic Standards & Scholastic Standing Committee. The question was raised as to a timeline for this committee to report. Another question was raised about the Gen Ed representatives.

It was agreed:

- The General Education Committee can recommend faculty either from their membership or other faculty who teach Gen Ed
- Dr. Gilbertz will put out the call for faculty to volunteer for the committee
- The Senate College representatives will find someone from the Colleges not listed, i.e., COB, COE, and CAHP
- The Committee should convene as soon as possible and report back to the Senate by March 31, 2016.

## V. ITEMS – CONSENT

**Item 23** KIN 328 Kinesiology and Biomechanics Lab. Change title to Biomechanics Lab, change corequisite, and change course description.

**Item 24** REC 287 Archery I. Change course description.

**Item 24.a** REC 110 Environment/Leave No Trace. Change course number to 210, add prerequisite, and change course description.

**Item 24.b** BS Major in Outdoor Adventure Leadership. Modification to an existing program.

**Item 32** HADM 210 Introduction to the U.S. Healthcare System. Change course number to 305 and change title to Survey of the U.S. Healthcare System.

**Item 32.a** HADM 409 Aging in America and Long-Term Care. Add prerequisite.

**Item 32.b** BS major in Health Administration. Modification to an existing program.

**Item 33** HON 351 Law and Society. (Crosslisted with ENST 381.) Delete course. (ENST 381 remains.)

⇒ Motion by Vern Gagnon, seconded by A.J. Otjen to **approve the consent agenda.**

⇒ Motion carried.

VI. ITEM – FIRST READING

**Item 31** EDCI 698 Directed Research Project. Remove corequisite.

⇒ Motion by Sarah Keller, seconded by A.J. Otjen to **approve Item 31 and waive second reading.**

⇒ Motion carried.

The meeting adjourned at 5:02 p.m.

rjrm

Includes Unpaid Students

MSU Billings  
Registration Report  
Spring 2016

	Current Semester	Previous Spring Semester: 9 Days to 15th Day	Previous Spring 15th Day	OCHE Target Spring 2016	Internal Target Spring 2016	Difference Current - Prev Day	Difference Current - Prev Sem	Difference Current - 15th Day	Difference Current - OCHE Target	Difference Current - Internal Target
<b>Headcount</b>										
<b>University Campus</b>	<b>2,956</b>	<b>3,179</b>	<b>3,151</b>			<b>0</b>	<b>-223</b>	<b>-195</b>		
Undergraduate	2,518	2,724	2,766			0	-206	-248		
Graduate	438	455	385			0	-17	53		
<b>City College</b>	<b>1,264</b>	<b>1,178</b>				<b>0</b>	<b>86</b>	<b>1,264</b>		
Undergraduate	1,210	1,132	1,164			0	78	46		
Graduate	54	46				0	8	54		
<b>Total</b>	<b>4,220</b>	<b>4,357</b>	<b>3,151</b>			<b>0</b>	<b>-137</b>	<b>1,069</b>		
Undergraduate	3,728	3,856	3,930			0	-128	-202		
Graduate	492	501	385			0	-9	107		

<b>FTE</b>										
<b>University Campus</b>	<b>2,515.95</b>	<b>2,714.60</b>	<b>2,677.14</b>	<b>2,604.00</b>	<b>2,604.00</b>	<b>0.00</b>	<b>-198.65</b>	<b>-161.19</b>	<b>-88.05</b>	<b>-88.05</b>
Undergraduate	2,325.20	2,501.93	2,467.47	2,405.00	2,405.00	0.00	-176.73	-142.27	-79.80	-79.80
Graduate	190.75	212.67	209.67	199.00	199.00	0.00	-21.92	-18.92	-8.25	-8.25
<b>City College</b>	<b>688.80</b>	<b>685.33</b>	<b>675.40</b>	<b>733.00</b>	<b>733.00</b>	<b>0.00</b>	<b>3.47</b>	<b>13.40</b>	<b>-44.20</b>	<b>-44.20</b>
Undergraduate	688.80	685.33	675.40	733.00	733.00	0.00	3.47	13.40	-44.20	-44.20
Graduate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>3,204.75</b>	<b>3,399.93</b>	<b>3,352.54</b>	<b>3,337.00</b>	<b>3,337.00</b>	<b>0.00</b>	<b>-195.18</b>	<b>-147.79</b>	<b>-132.25</b>	<b>-132.25</b>
Undergraduate	3,014.00	3,187.26	3,142.87	3,138.00	3,138.00	0.00	-173.26	-128.87	-124.00	-124.00
Graduate	190.75	212.67	209.67	199.00	199.00	0.00	-21.92	-18.92	-8.25	-8.25