

ACADEMIC SENATE MINUTES

DATE: March 31, 2016

PRESENT: Patricia Vettel-Becker
Cindy Dell
James Barron
Vern Gagnon
Paul Pope
Stephen Coffman
Diane Duin (ex-officio)
Clifford Coppersmith (ex-officio)

A.J. Otjen
Francisco Saldivar
Andrew Sullivan
Kelly Shumway
Sarah Keller
Sonja Choriki (student)
Barbara Wheeling (ex-officio)

ABSENT: Tom Dell*
Christine Shearer (ex-officio)*
Robert Hoar (ex-officio)*
Terrie Iverson (ex-officio)
** excused*

Susan Gilbertz*
Mary Susan Fishbaugh (ex-officio)*
Matt Redinger (ex-officio)*
Joe Oravec (ex-officio)

GUESTS: Susan Balter-Reitz
Florence Garcia
Mark Nook

Trevor Brown
Ana Diaz

PRESIDING: Francisco Saldivar, Vice Chair

Francisco Saldivar called the meeting to order at 3:44 p.m. in the South Conference Room of the City College Health Science Building.

The minutes of March 17 and electronic vote March 30 were accepted as presented.

I. PROVOST REPORT

The Provost and Vice Provost are both out of town, but the Board of Regents has approved the new Certificate of Applied Science in Practical Nursing. It was noted that the only approval remaining is the State Board of Nursing.

II. DISCUSSION/ACTION ITEMS

A. Policy for Archiving Courses in D2L

Guest: Sue Balter-Reitz, Director, eLearning

Dr. Balter-Reitz stated that MSUB has used D2L as the online platform for the last nine years, and as a result we have lots and lots of courses in there because none of them have been deleted. D2L is running very slow because of all these inactive courses. They thought they had to discard the old courses, but that is not the case. Instead, the instructor can be un-enrolled in the course and the course gets archived. The archive will remain in D2L, but we want to minimize what shows up as active. So, Dr. Balter-Reitz asked how often faculty go back to those old courses that are built in D2L. It was noted that gradebooks are also saved in D2L, and there is BOR policy about how long those must be maintained, which is most likely five years.

It was noted that if the courses will remain in D2L, but faculty will lose access to that information by being un-enrolled, faculty need to be notified so they can download any materials before the change takes place. Dr. Balter-Reitz noted that both the gradebooks and the entire online course can be downloaded from D2L.

Dr. Balter-Reitz also noted that our four-campus contract with D2L ends in Spring 2017. There is a new CIO in Bozeman, and while he prefers four-campus systems, he is flexible if we have a need for something else.

Dr. Balter-Reitz will come back to the Senate with a plan and confirmation on BOR policy.

III. ASMSUB REPORT: Tuition Freeze Discussion

Ms. Choriki reported that the Bozeman student government is definitely opposed to a continued tuition freeze. Missoula's students, on the other hand, are for it and will be doing a resolution. The Executive Cabinet of the Montana Associated Students (MAS) understands that allowing a tuition increase may help the University System, but it could also be a financial wash if the legislature underfunds the University System. Because we have frozen tuition in the past, the Governor and legislature have given the University System funding to make up the difference. However, it was noted that the funding increases from the legislature are only funded at 40%, so it is up to MSUB to fund the other 60% of any increase.

It was noted that in the last decade, City College has had no tuition increases and the main campus has only had one. It was suggested that we find out what our tuition cost is compared to our peer institutions, not just other Montana institutions. It was also suggested that the Senate ask Trudy Collins, Budget Officer, to speak about the implications of a tuition increase or freeze. It was noted that the flagship schools can use scholarships to reduce the impact of tuition increases for students, but we don't have the same magnitude of scholarships.

Ms. Choriki noted that the student governments are mixed on their opinions. If no consensus can be found, MAS will not put forward any initiative. This also poses a problem for MSUB students, since ASMSUB had to cut the funding for their lobbyist this year. They will rely solely on the MAS lobbyist, and if the student governments cannot agree, the MAS lobbyist will not have a position on the tuition freeze issue.

IV. OTHER REPORTS: University Budget Committee

Sarah Keller reported that the UBC received information about budget cuts that would be necessary due to our lower enrollment and the restrictions placed on our performance based funding, that it can only be used for recruitment and retention. The Chancellor has been told by the Commissioner that we cannot use those funds for anything other than recruitment and retention. This is the issue with performance based funding, because it is not helping us.

Dr. Keller also reported that Dean Shearer has pointed out programs with the clearest path to completion are seeing the best enrollments. If faculty can make options within programs clearer, it could increase enrollments.

V. ITEM FOR INFORMATION

Item 52 Department of Health Care Services. New department to be created in CAHP. BOR Level II Item, for information.

⇒ Motion by Paul Pope, seconded by Kelly Shumway to **accept Item 52 for information.**

Diane Duin, Dean of CAHP, noted that the Level II BOR form is mostly about academic programs, so there is a lot of “not a program” in this document. The new department, which she has spoken about before, will include the Health Administration program and the RN to BSN program still in the works.

⇒ Motion carried.

The new department should be on the May BOR agenda.

VI. ITEMS – FIRST READING

Item 48 WLDG 153 Metal Fabrication Basics. Change credits from 2 to 3 and change course description.

Item 48.a WLDG 250 Metals Production. New course.

Item 48.b AAS in Welding and Metal Fabrication. Modification to an existing program.

Item 48.c Certificate of AS in Welding and Metal Fabrication. Modification to an existing program.

Item 48.d Certificate of AS in Welding for Energy Technology. Modification to an existing program.

⇒ Motion by Paul Pope, seconded by Vern Gagnon to **approve Items 48 through 48.d on first reading.**

A staffing plan was provided and there is no change in faculty load.

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Kelly Shumway to **waive second reading of Items 48 through 48.d.**

⇒ Motion carried.

Item 46 Gen Ed Course: PHL 254 People and Politics. Submit for category V.B. Humanities.

⇒ Motion by Sonja Choriki, seconded by Vern Gagnon to **approve Item 46 on first reading.**

Ana Diaz, Philosophy, stated that they created this course last year, but it has not yet run due to low enrollment this year. They are hoping that adding the course to Gen Ed will increase enrollments in PHL 254 as well as ease the crowding in the other philosophy courses in the Humanities Gen Ed category (PHL 110 Introduction to Ethics and PHL 111 Philosophies of Life), which are often wait-listed.

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Cindy Dell to **waive second reading of Item 46.**

⇒ Motion carried.

VII. CONSENT ITEMS

Item 54 HSTA & HSTR all 300 and 400 courses. Remove prerequisite (HSTA 200).

Item 55 MIS 244 Operating Systems, Algorithms, Data Structures and Hardware. Delete course.

Item 55.a MIS 424 Business Intelligence with SQL Server. Delete course.

Item 56 Certificate of Technical Study in Trauma. New program.

Item 56.a Certificate of Technical Study in Medical. New program.

Item 56.b Certificate of Technical Study in Paramedic. New program.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **accept the consent agenda.**

⇒ Motion carried.

VIII. DISCUSSION/ACTION ITEMS continued

B. Proposal: One Summer Senate Meeting

This item will be postponed until the Chair returns.

IX. BYLAW CHANGES

SECOND READING

Item 35 Academic Senate Bylaws Article III. Organization of the Academic Senate Section A. Officers. Changes to Chair Elect procedures to resolve issues with term expirations and term limits. *Requires general faculty vote.*

⇒ Motion by A.J. Otjen, seconded by Paul Pope to **approve Item 35 on second reading.**

⇒ Motion carried.

FIRST READING

Item 42 Academic Senate Bylaws Article II. Membership and Elections Section A. Membership. Change to specify Senate eligibility as union eligibility. *Requires general faculty vote.*

⇒ Motion by Jim Barron, seconded by Paul Pope to **approve Item 42 on first reading.**

⇒ Motion carried.

⇒ Motion by A.J. Otjen, seconded by Paul Pope to **waive second reading of Item 42.**

⇒ Motion carried.

X. CHANCELLOR REPORT

Chancellor Nook clarified that we do not have to cut budgets for this 2015-16 year. However, due to the fact that the performance based funding can only be used for recruitment and retention, we have to reorganize about \$515,000 in our budget. This is the best budget position we have been at in three years. The Commissioner's Office also changed their minds about when we must spend the performance based funding, which is now the biennium. The UBC and EBC will be working on prioritizing recruitment and retention initiatives for the performance based funding. We do have pressure from MSU

and the Commissioner to address our low retention rate, which is unfortunately the lowest in the system.

Dr. Nook noted that the performance based funding is strange in that if we meet our goal for this year, we also get last year's funding. It's based on two things: increasing retention—our goal is 1% per year—and graduating students. We are rolling much of the funding we got this year into next year, and both buckets of money must be spent on recruitment and retention, so we will have to do some budget cuts in the 2016-17 year in order to fund those recruitment and retention initiatives. We will also work toward instruction as 50% of our budget, which can be difficult if we have to cut our enrollment reserve due to low Spring enrollments.

Dr. Nook stated that our biggest issue with the performance based funding is we need to count our graduate student completers. Right now none of our graduate programs are included in our metrics.

Chancellor Nook cited that we will have an election for Montana's governor this fall, which will likely throw off the timing of the Governor's Budget being released. It is usually out in October or early November, but likely won't come out until after the election this year. The legislature will build our budget based on our enrollment next year. The entire Montana University System was down in in-state students this year, so if that trend continues, it will likely mean system-wide cuts. However, he noted that it is important how we talk to students. If we say the MSUB world is ending, students will go elsewhere. Our message on a day-to-day basis is positive. We aren't cutting programs. We have to focus on what we do and what our students can do.

The meeting adjourned at 5:07 p.m.

rjrm