

## ACADEMIC SENATE MINUTES

**DATE:** February 1, 2018

<b>PRESENT:</b>	Suzette Nynas Scott Butterfield Kelly McCoy Joy Honea Kelly Shumway Sarah Keller Diane Duin (ex-officio) Cliff Coppersmith (ex-officio)	Jim Barron Cindy Dell Susan Gilbertz Vern Gagnon Paul Pope Rachael Waller Mary Susan Fishbaugh (ex-officio) Robert Hoar (ex-officio)
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<b>ABSENT:</b>	Heather Thompson-Bahm Christine Shearer (ex-officio) Trudy Collins (ex-officio)	Katelyn Focht (student)* Matt Redinger (ex-officio)* Joe Oravec (ex-officio)
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\* excused

<b>GUESTS:</b>	Darlene Hert Laura Gittings-Carlson	Ron Larsen Tami Haaland
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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 North Conference Room of the City College Health Science building.

### I. ANNOUNCEMENTS

We are moving toward CourseLeaf, the electronic curriculum process software, but the contract negotiations are taking a while. For some reason, the other MUS units that are already using CourseLeaf have to OK our contract, even though our contract will not affect theirs. Once it's obtained, this will be a two-year transition, at least, so please let colleagues know it's coming, but not right away.

The Chancellor Search Committee will meet next week to decide which candidates to bring to campus. The on-campus interviews will be in the following weeks. It was agreed that the Senate will request a time slot—which will likely move around from

candidate to candidate—for Senators to meet with each candidate. Once these time slots are announced, please make every effort to attend!

## II. ACCEPTANCE OF MINUTES

The minutes of January 18 were accepted as presented.

## III. CHANCELLOR REPORT

Dr. Larsen noted that University Relations has started a new newsletter that goes to all faculty and staff. This is an effort to reduce the number of Admin\_general emails that go out, so those can be reserved for very significant items.

The Library is doing a lecture series on the 50th anniversary of the Vietnam War.

## IV. PROVOST REPORT

Dr. Hoar reported that our Spring enrollment is usually 90% of the Fall enrollment. Our Spring 2018 enrollment is 93% of Fall 2017, which is great news. We are booming in dual credit, and we have been awarded for a second time the Title II grant which funds courses teachers can take to become dual credit instructors. These are graduate-level, 9 credit courses offered in the Summer. Communication & Theatre will be putting one through soon.

MSU Billings also sent a team, as part of an OCHE grant, to learn about high impact practices, which MSUB has become known for. We learned new strategies and also that it's important to get high impact practices early in a program, rather than toward the end.

It was noted that our overall FTE has dropped 19% in the last 5 years, but our headcount is not dropping. We still need to serve those students, even if they are taking fewer credits.

## V. OTHER REPORTS

### **Report from Marketing Faculty Regarding Name Change – Scott Butterfield**

Dr. Butterfield noted that there is some interest among the marketing faculty, and Anna Talafuse will be at the next Senate meeting to discuss. It was cited that we should not go beyond research until we have a permanent chancellor.

## VI. CONSENT ITEMS

**Item 43** HEE 309 Health Enhancement Strategies K-8. Add prerequisite.

**Item 43.a** HEE 340 Methods of Health Education. Remove prerequisite.

**Item 44** KIN 322 Kinesiology. Add prerequisite.

**Item 44.a** KIN 323 Anatomical Kinesiology Lab. Add prerequisite.

**Item 44.b** KIN 325 Biomechanics. Add prerequisite.

**Item 44.c** KIN 328 Biomechanics Lab. Add prerequisite.

**Item 44.d** KIN 364 Research Methods in Health and Human Performance. Add prerequisite.

**Item 45** BS Ed Elementary Education/Reading Double Major K-8; K-12 Reading Endorsement. Modification to an existing program.

**Item 45.a** EDU 433 Reflective Practices in Teaching Reading. Add prerequisite.

⇒ Motion by Cindy Dell, seconded by Scott Buttefield to **accept the consent agenda.**

⇒ Motion carried.

## VII. ITEMS – FIRST READING

**Item 33** BA Major in English. Modification to an existing program

**Item 33.a** BA Major in English Teaching Licensure Option. Modification to an existing program.

**Item 33.b** LIT 230 World Literature Survey. Change title to World Literature and change course description.

**Item 33.c** LIT 460 Studies in British Literature. Delete course.

**Item 33.d** LIT 461 Studies in American Literature. Delete course.

**Item 33.e** LIT 464 Studies in Medieval Literature. Delete course.

**Item 33.f** WRIT 339 Teaching Writing and Literature. New course.

⇒ Motion by Cindy Dell, seconded by Jim Barron to **approve Items 33 through 33.f on first reading.**

Tami Haaland, Chair of English, Philosophy & Modern Languages, noted that LIT 230 World Literature Survey is a course offered by several units in the MUS, and there was an objection to changing the title, so it will not be changed.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **table Item 33.b.**

⇒ Motion to table carried.

⇒ Motion to approve 33, 33.a, and 33.c through 33.f carried.

Second reading will be held until CCN issues with Item 33.b are clarified and the Gen Ed Committee can review changes to LIT 230.

**Item 42** Minor in Coaching. Modification to an existing program.

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

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Jim Barron to **waive second reading of Item 42.**

⇒ Motion carried.

### VIII. DISCUSSION/ACTION ITEMS

#### **A. Student Support Services/TRIO: Obtaining Mid-Term Grades – Best method for faculty**

Guest: Laura Gittings-Carlson, Director, TRIO Student Support Services

Ms. Gittings-Carlson stated that students are eligible for Student Support Services (SSS) if they are working toward a four-year degree. They must be first generation college students, low income, or have a disability. Many of our students meet more than one of these criteria. Student Support Services is a federal-grant funded program, and the minimum number of students served is 258. They are low this year on students, so they are trying to get the word out that spots are available, since apparently many students and faculty are under the impression that SSS is at capacity and can't take more students. They have room!

As part of the federal grant funding, they are required to report mid-term grades for students in the program to the U.S. Department of Education. If these grades are not supplied, it makes us less likely to have the grant renewed in the future. What is the best way to get those grades from faculty? There has been some difficulty in getting faculty to respond. It was suggested that students have a paper form they bring to the instructor for signature. It was noted that Athletics students are not allowed on the team if they don't get their mid-term grades in; perhaps a similar tactic could be used for SSS. It was responded that students in the Student Support Services program do not need to be restricted from services since they are already at risk. It was noted that a multi-platform request might be best, including emails to faculty and paper forms the students bring. It was further suggested that faculty who do not respond should be reported to their Department Chairs. It was also suggested that a link for faculty to report grades within D2L might help. Student Support Services should also be advertised on the D2L student login page.

Ms. Gittings-Carlson thanked the Senate and asked again to remind all faculty that Student Support Services has spots available.

## **B. Discussion of Think Tank/Brainstorming Comments: Next Steps**

Dr. Gilbertz noted that she will not have time to work through the comments and distill them down, due to her added teaching responsibilities this semester. There was no interest in creating a subcommittee to work on the document.

⇒ Motion by Cindy Dell, seconded by Scott Butterfield to **send the Think Tank/Brainstorming Comments to the Provost.**

⇒ Motion carried.

## **C. GEC Recommendation from Fall 2016: Graduation Requirement**

Jim Barron, Chair of the GEC, noted that last year, at the request of the Senate, the GEC did voluntary testing of senior students. Participation was and continues to be very low.

During the winter break, the GEC met with Admissions staff and worked out a plan to ask juniors to take the test. In the Spring semester, Admissions sends letters to students who will be seniors the following Fall, reminding them of deadlines to apply for graduation and such. The GEC would include in that letter a request that the junior students take the ETS test this Spring, or a hold would be placed on their accounts and they would not be allowed to register for Fall. It's too late to actually set up a hold, so this would be nothing but a threat. This idea was brought to the GEC, who strongly rejected it because we can't lie to our students and it would ruin our credibility. Instead, the Committee agreed to ask students to volunteer to take the test. A follow-up email with links to the online test will go to students after the letter. The testing will be all online and unproctored, but there will be one in-person session scheduled.

The GEC would like to ask the Senate to consider making the ETS test a graduation requirement, effective with the Fall 2018 catalog. That will be a first step.

The question was raised as to how other schools which use ETS get their testing done. It was responded that most that use ETS have a graduation requirement.

It was noted that the issue continues to be the Education students who will be tested twice on the same thing. It was asked that the GEC review the PRAXIS test data from these students, and Dr. Barron agreed.

It is almost unavoidable at this point that we will get a mandate (a recommendation) from NWCCU on our accreditation visit. The question was raised as to what Bozeman does. Dr. Larsen responded that in Bozeman, each area of Gen Ed has to assess how they are meeting objectives, and that data is reviewed by a committee. The process was not the problem, but they did have execution problems. Bozeman also received a mandate.

Dr. Barron also noted that the GEC is discussing other forms of assessment. The Committee is re-envisioning the outcomes of Gen Ed for the whole program, not just

each category. They are considering the AAC&U essential learning outcomes, but the rubric that AAC&U has created to assess them is huge and complex. The ETS test is simple, which is why the Committee pushes for it, but it will not be our only assessment.

#### IX. ITEM – SECOND READING

**Item 25.b** Academic Senate Bylaws Article IV. Section B. 4. Library Committee.  
Revise bylaws.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve Item 25.b on second reading.**

⇒ Motion carried.

The meeting adjourned at 4:54 p.m.

rjrm

## MSU Billings

### On-Campus Services for Student Success

<b>Students Must Be*</b>	<b>Academic Support Center</b>	<b>Disabled Support Services</b>	<b>Native American Achievement Center</b>	<b>TRIO/Student Support Services</b>	<b>TRIO/Veterans Upward Bound</b>
Disabled (Physical, Emotional, Mental)		X		X^	
First Generation				X^	
Low-Income				X^	
Native American			X		
Veteran					X
No Restrictions	X				
<b>Students Supported</b>					
MSUB Bachelor's	X	X	X	X	X
MSUB Grad School	X	X	X		X
City College	X	X	X		X
At Any MT College					X
<b>Services Provided</b>					
Drop-In Tutoring	X				
Online Tutoring	X				
Supplemental Instruction	X			X	
Tutoring	X			X	X
Computers to Use	X			X	X
Kid Friendly Appointments	X		X	X	
Lockers Available in LA Building for disabled students				X	
Alternative Testing Accommodations		X			
Classroom Accommodations		X			
Work to Reduce Academic Barriers		X			
Work to Reduce Structural Barriers		X			
Equipment Check-out		X		X	
Advocacy		X	X	X	X
Cultural Events			X	X	X
Referral Services (On and Off Campus)			X	X	X
Social Events			X	X	X
Free Printing/Copying				X	
Grad School Prep				X	
Peer Mentoring				X	
Graduation Prep				X	X
Workshops				X	X
Assistance with GI Bill					X
Pre-College Transition Program					X

Academic Support Center (<http://www.msubillings.edu/asc/>) at MSUB SUB First Floor 406.657.1641 & City College TECH Building, 406.247.3022

Disability Support Center (<http://www.msubillings.edu/dss/>) at MSUB COE 135, 406.657.2283 & City College TECH Building, 406.247.3029

Native American Achievement Center (<http://www.msubillings.edu/naac>) 2630 Normal Avenue, 406.657.2182

TRIO/Student Support Services (<http://www.msubillings.edu/sss>) LI 141, 406.657.2162

TRIO/Veterans Upward Bound (<http://vubmt.com>) CI 105, 406.657.2075

\*TRIO/SSS and TRIO/VUB are 100% federally grant funded programs. As such, the student demographics are strictly identified.

<sup>^</sup>TRIO/SSS: Students must be low income and/or first generation and/or disabled to qualify.



### **On-Campus Services for Student Success**

**ASC** = Academic Support Center

<http://www.msubillings.edu/asc/>

MSUB SUB First Floor 406.657.1641

City College TECH Building, 406.247.3022

**DSS** = Disability Support Center

<http://www.msubillings.edu/dss/>

MSUB COE 135, 406.657.2283

City College TECH Building, 406.247.3029

**NAAC** = Native American Achievement Center

<http://www.msubillings.edu/naac>

2630 Normal Avenue, 406.657.2182

**TRIO/SSS** = Student Support Services/TRIO

<http://www.msubillings.edu/sss/>

LI 141, 406.657.2162

**TRIO/VUB** = Veterans Upward Bound/TRIO

<http://vubmt.com> CI 105, 406.657.2075