

## ACADEMIC SENATE MINUTES

**DATE:** April 20, 2017

**PRESENT:** Suzette Nynas  
Scott Butterfield  
Francisco Saldivar  
Joy Honea  
Kelly Shumway  
Rachael Waller  
Katelyn Focht (student)  
Christine Shearer (ex-officio)  
Mary Susan Fishbaugh (ex-officio)  
Matt Redinger (ex-officio)

Jim Barron  
Cindy Dell  
Susan Gilbertz  
Vern Gagnon  
Paul Pope  
Greg Dicharry (student)  
Diane Duin (ex-officio)  
Barbara Wheeling (ex-officio)  
Robert Hoar (ex-officio)  
Joe Oravec (ex-officio)

**ABSENT:** Heather Thompson-Bahm\*  
Terrie Iverson (ex-officio)  
\* *excused*

Clifford Coppersmith (ex-officio)

**GUEST:** Ron Larsen

**PRESIDING:** Susan Gilbertz, Chair

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Susan Gilbertz called the meeting to order at 3:39 p.m. in the Chancellor's Conference Room.

### I. WELCOME NEW SENATORS

Scott Butterfield, COB  
Rachael Waller, At-Large  
Francisco Saldivar, City College  
Joy Honea, At-Large  
Suzette Nynas, CAHP

### II. ACCEPTANCE OF MINUTES

The minutes of March 30 were accepted as presented.

### III. ELECTIONS

#### A. Secretary

Francisco Saldivar nominated Heather Thompson-Bahm, who could not be present today.

Jim Barron nominated Paul Pope.

A paper ballot was distributed and Paul Pope was voted Secretary for 2017-2018.

#### B. Three Vice Chairs

Dr. Gilbertz noted that the Chair Elect will be chosen from one of the three Vice Chairs this Fall.

Cindy Dell nominated Francisco Saldivar.

Francisco Saldivar nominated Cindy Dell.

Joy Honea nominated Jim Barron.

Sarah Keller, who will be returning from sabbatical for the next meeting, nominated herself via email.

A paper ballot was distributed and Cindy Dell, Jim Barron, and Francisco Saldivar were voted Vice Chairs for 2017-2018.

### IV. CHANCELLOR REPORT

Dr. Larsen noted that earlier today the Community Task Force met. It is a group of about 30 people, including community members, MSUB representatives, and people from the Commissioner's Office. John Cech, Deputy Commissioner for Academic & Student Affairs, facilitated the meeting. This group will talk about how the University interacts with the community. The job of creating our mission and vision statements belongs to the faculty.

The student Research & Creativity Conference is tomorrow.

### V. PROVOST REPORT

Provost Hoar noted that we will be submitting an Intent to Plan an MS in Outdoor Adventure Leadership for the May BOR meeting. However, as part of the process, Missoula raised a concern of overlap with a master's program they offer. We have elected to revise the title of the planned program to an MS in Adventure Leadership in Health and Recreation. There are no further concerns from Missoula at this time, but

they do want to work with us as we develop the Level II proposal. We will be working with EAB for market research to reinforce the uniqueness of our program.

Dr. Hoar noted that the Occupational Therapy program, a cooperative program with Missoula, is moving forward and the Level II proposal with the two budgets should be on the May BOR agenda.

The budget for next year is still very much up in the air. The Commissioner's Office has indicated they want to hold fees flat this year because they anticipate a tuition increase. However, there is some wiggle room for fees for important programs like healthcare. The Commissioner's Office is not advising for a tuition increase for us, but the flagships will likely increase tuition. We may not get a state budget allocation to make up for the non-increase in tuition. The budget and infrastructure bills at the Legislature still have not passed, and the Legislature should be done by next Friday.

## VI. OTHER REPORTS

### **ASMSUB: Student Absence Policy**

Katelyn Focht, incoming President, noted that the student absence policy in the Student Handbook is unclear and includes few details. A clearer policy would be helpful for students who miss class both for illness and for family emergencies and funerals.

It was noted that students are already excused for "official university business" as student-athletes. Could that policy be expanded and clarified for all students?

It was cited that we can't tell faculty what kind of absence policy to have, but all faculty should have an absence policy, and it should be on the syllabus.

There does not seem to be an appeal process for absence issues. It was responded that the issue should be taken to the Chair of the Department and the Dean.

Dr. Gilbertz requested that Provost Hoar send out a reminder to all faculty that each instructor should have an attendance policy and it should be on the syllabus. Dr. Gilbertz also asked the ASMSUB to continue discussing this issue and bring it back in the Fall, and to remind students of the need to communicate with instructors for any absence, planned or otherwise.

### **Jacket Proud: Name Badges**

Our current Montana-shaped name badge is shared by OCHE and MSU. We should have something to stand out as MSU Billings. City College will not have a separate, different badge. Funds have been set aside so we may do a bulk order. After that order, departments will foot the bill.

The Senate agreed that the proposed badge attractively standardized MSUB—and it was not dangerously pointy!

## VII. ITEM FOR INFORMATION

**Item 62** Emeritus Nomination: Sharon Hobbs, Department of Educational Theory & Practice, College of Education. For information.

It was noted that this nomination was submitted a year ago, but was misplaced. BOR approval will not come in time for Commencement, so we are working on wording to recognize Dr. Hobbs.

⇒ Motion by Paul Pope, seconded by Jim Barron to **accept Item 62 for information.**

⇒ Motion carried.

## VIII. DISCUSSION/ACTION ITEMS

### A. Faculty Excellence Awards Protocol

The nomination process is very onerous for the nominee. Once nominated, a faculty member must pull together a portfolio much like a tenure review. If the process were redesigned, what would we do?

It was noted that the new Digital Measures electronic portfolio system being piloted for the faculty evaluation process will make pulling a portfolio together much easier. However, the nominee still has to write a narrative.

It was suggested that the nominator be required to fill out a form with a word or page limit, and once that nomination is received, the nominated faculty members will be asked to give permission to their Digital Measures portfolios. This will mean that self nominations will no longer be accepted. Until Digital Measures is up and running for all colleges, nominees could be asked to submit only an updated vita.

Vice Provost Redinger asked if there is a preference as to the date of the faculty awards dinner. It was responded that no date is perfect, but a set date that stays the same each year would help people plan. The Senate recommended this date be at the end of March each year.

### B. Emeritus Policy Review

It was noted that number 7 of the privileges is quite outdated.

## IV. *Rights, Privileges, and Responsibilities*

### *B. Specific Provisions*

*Emeriti faculty shall:*

- 1. be permitted to use the library and physical education facilities, bookstore discounts, and all other benefits normally occurring to a faculty member,*

2. *be invited to attend faculty meetings, commencement exercises, convocations and special programs for faculty and administrative staff sponsored by the University,*
3. *be provided with a campus mail box, if desired, and receive all campus publications (dependent on available space),*
4. *be provided with a campus parking permit,*
5. *be provided with a department office, contingent upon availability of space,*
6. *be permitted the use of laboratories or other special facilities as resources allow,*
7. *be provided ordinary office materials and supplies for professional business and under the same issuing procedures applicable to other members of the department; the departmental secretary shall provide clerical services (e.g. typing professional letters, papers, manuscript, etc.) on a time available basis and when funds permit,*
8. *be listed in the University Catalog.*

⇒ Motion by Cindy Dell, seconded by Paul Pope, to strike everything after the semicolon in item 7:

*be provided ordinary office materials and supplies for professional business and under the same issuing procedures applicable to other members of the department; ~~the departmental secretary shall provide clerical services (e.g. typing professional letters, papers, manuscript, etc.) on a time available basis and when funds permit,~~*

⇒ Motion carried.

⇒ Motion by Cindy Dell, seconded by Joy Honea to add “and email” to item 3:

*be provided with a campus mail box **and email**, if desired, and receive all campus publications (dependent on available space),*

⇒ Motion carried.

### **C. Campus Vision**

Faculty, programs, and colleges who have deep connections to the community who collect information and feedback need to pass that on. The Community Task Force is an excellent place to funnel those ideas.

### **D. Budget Concerns**

Since the budget is, again, undecided as the Spring semester ends, the UBC has agreed to meet over the summer.

The meeting adjourned at 4:57 p.m.

rjrm