ACADEMIC SENATE MINUTES

DATE: February 12, 2009

PRESENT: Jeff Sanders   Kay Streeter
Lorrie Steerey   Craig McKenzie
Keith Edgerton   Mark Hardt
Matt Redinger   Steve Coffman
Kayla Miller (student)   Sue Balter-Reitz (ex-officio)
Tasneem Khaleel (ex-officio)   Mary Susan Fishbaugh (ex-officio)
Kirk Lacy (ex-officio)   John Cech (ex-officio)
D'Ann Campbell (ex-officio)

ABSENT: Rakesh Sah*   Sandie Rietz*
Bruce Brumley*
Rob Barnosky (student)   Diane Duin (ex-officio)
Gary Young (ex-officio)   Karen Heikel (ex-officio)*
Terrie Iverson (ex-officio)   Stacy Klippenstein (ex-officio)
                        excused

GUESTS: Al Bummer   Bob Blackwell
Cindy Rossmith   Christy Low
Bill Weber   Tim Tirrell (via conference phone)

PRESIDING: Lorrie Steerey, Chair

Lorrie Steerey called the meeting to order at 3:46 p.m. in the Chancellor's Conference Room.

The minutes of January 22 were accepted as presented.

I.   ITEMS FOR INFORMATION

Dr. Steerey stated that the Chancellor is now requiring a detailed staffing plan for any proposal with new courses. This plan has to show how new courses will be taught in addition to existing courses in a program.

⇒ Motion by Matt Redinger, seconded by Mark Hardt to **table all new course proposals on today's agenda until a staffing plan is provided.**

Item 26 BA Major in History. Modification of an existing program.
Item 26.a BA Major in History Teaching Licensure Option. Modification of an existing program

⇒ Motion by Kay Streeter, seconded by Steve Coffman to **accept Items 26 and 26.a for information.**

Matt Redinger noted that these changes ensure no student graduates from the program without a broad palate of history courses, especially teaching majors. This is only a repackaging of the program and there are no new courses.

⇒ Motion carried.

Item 34 AAS in Accounting Technology. Modification of an existing program.

⇒ Motion by Jeff Sanders, seconded by Mark Hardt to **accept Item 34 for information.**

⇒ Motion carried.

Item 36 Certificate of AS in Medical Coding & Insurance Billing. Modification of an existing program.
Item 36.a CODE 125 ICD-10-CM Diagnosis Coding. New course.

It was noted that due to government regulations, the program is switching to ICD-10 from ICD-9. There will be one semester when both are taught.

⇒ Motion by Mark Hardt, seconded by Kay Streeter to **table Items 36 and 36.a until a staffing plan is received.**

Item 37 AAS in Heating, Ventilation, Air Conditioning and Refrigeration Technology. Modification of an existing program.
Item 37.a HVAC 141 HVACR Basic Electricity. Change credits from 5 to 4.
Item 37.b HVAC 255 Advanced Controls. Change credits from 4 to 3.

⇒ Motion by Keith Edgerton, seconded by Steve Coffman to **accept Items 37, 37.a, and 37.b for information.**

⇒ Motion carried.

Item 35 AAS in Drafting and Design Technology. Modification of an existing program.
Item 35.a AS in Drafting and Design. Modification of an existing program.
Item 35.b Certificate of AS in Assistant Drafter. Modification of an existing program.

Item 35.c DRFT 128 3D Applications. Change course description.
Item 35.d DSGN 214 SolidWorks. New course.
Item 35.e DSGN 229 Project Development Lab. New course.
Item 35.f DSGN 230 Project Development Lecture. New course.
Item 35.g DSGN 231 Project Development Capstone. New course.
Item 35.h DSGN 228 Project Development. Delete course.
Item 35.i DSGN 238 Programming for CAD Applications. Delete course.

⇒ Motion by Mark Hardt, seconded by Kay Streeter to **table Items 35, 35.a, 35.b, 35.c, 35.d, 35.e, 35.f, 35.g, 35.h, and 35.i until a staffing plan is received.**

Item 38 AAS in Radiologic Technology. Modification of an existing program.
Item 38.a RAD 102 Clinical Radiology I. Change credits from 4 to 5.
Item 38.b RAD 152 Clinical Radiology II. Change credits from 5 to 6.
Item 38.c RAD 202 Clinical Radiology IV. Change credits from 6 to 8.
Item 38.d RAD 252 Clinical Radiology V. Change credits from 6 to 8.
Item 38.e RAD 108 Clinical Radiology Intersession. New course.

⇒ Motion by Kay Streeter, seconded by Mark Hardt to **table Items 38, 38.a, 38.b, 38.c, 38.d, and 38.e until a staffing plan is received.**

Item 39 AAS in Computer Programming and Application Development. Modification of an existing program.
Item 39.a CST 211 Visual Basic .NET Capstone Project. Change title to Programming Capstone Project.
Item 39.b CST 220 Applied Introduction to Java. Change credits from 3 to 4.
Item 39.c CST 221 Applied Intermediate Java. Change credits from 3 to 4.
Item 39.d CST 265 Applied Advanced Visual Basic .NET Programming. Change credits from 3 to 4.
Item 39.e CST 236 Creating Interactive Flash Applications and Games. Delete course.
Item 39.f CMP 236 Advanced Web Programming. New course.

It was noted that there are new courses in this proposal, and MIS in the College of Business was not consulted.

⇒ Motion by Mark Hardt, seconded by Kay Streeter to **table Items 39, 39.a, 39.b, 39.c, 39.d, 39.e, and 39.f until a staffing plan is received.**

Item 40 AAS in Diesel Technology. Modification of an existing program.
Item 40.a Certificate of AS in Diesel Technology. Modification of an existing program.
Item 40.b DIES 245 Heavy Duty Powertrains/Powershifts. Delete course.
Item 40.c DIES 255 Applied Diesel Service Operations. Delete course.
Item 40.d DIES 101 Powertrains. New course.
Item 40.e DIES 256 Applied Diesel Service Operation I. New course.
Item 40.f DIES 257 Applied Diesel Service Operation II. New course.
Item 40.g DIES 202 Advanced Powertrains. New course.

⇒ Motion by Steve Coffman, seconded by Kay Streeter to **table Items 40, 40.a, 40.b, 40.c, 40.d, 40.e, 40.f, and 40.g until a staffing plan is received.**

Item 41 Certificate of AS in Medical Coding & Insurance Billing. Modification of an existing program.

⇒ Motion by Mark Hardt, seconded by Keith Edgerton to **accept Item 41 for information.**

It was cited that this modification only includes a BOR mandated change in the required math course.

⇒ Motion carried.

Item 42 Certificate of AS Welding & Metal Fabrication Technology. Modification of an existing program.
Item 42.a METL 114 Shielded Metal Arc Welding Lab. New course.
Item 42.b METL 155 Semi-Automatic and SMAW Lab. New course.
Item 42.c METL 101 Welding Theory/Safety. Change course number to 111; change title to Welding Technology, Theory and Safety; change credits from 2 to 3; change prerequisite; and change course description.
Item 42.d METL 102 Blueprint Reading and Welding Symbols. Change course number to 112, change prerequisite, and change course description.
Item 42.e METL 103 Welding and Cutting. Change course number to 113, change title to Cutting and Shielded Metal Arc Welding Lab, change credits from 10 to 5, change corequisite, and change course description.
Item 42.f METL 201 Layout. Change course number to 151, change title to Layout and Pattern Making Fundamentals, change prerequisite & corequisite, and change course description.
Item 42.g METL 202 Metal Fabrication Theory. Change course number to 152, change title to Metal Fabrication Basics, change prerequisite & corequisite, and change course description.
Item 42.h METL 203 Gas Metal Arc Welding (MIG). Change course number to 154, change title to Semi-Automatic Welding, change credits from 3 to 2, change prerequisites, and change course description.
Item 42.i METL 204 Metal Fabrication. Change course number to 153, change title to Metal Fabrication Lab, change credit hours from 7 to 3, change prerequisite & corequisite, and change course description.

⇒ Motion by Kay Streeter, seconded by Mark Hardt to **table Items 42, 42.a, 42.b, 42.c, 42.d, 42.e, 42.f, 42.g, 42.h, and 42.i until a staffing plan is received.**

III.   DISCUSSION/ACTION ITEMS

A. D2L Issues
Guests: Tim Tirrell, Christy Low, Bill Weber

Dr. Low noted that they met with the faculty mentors last Tuesday for a very productive meeting. Then she and Mr. Tirrell went to the Colleges for additional input on D2L issues. Yes, D2L is slow and they are working on it. Just this week the University has increased its bandwidth so we are no longer maxed out. The eLearning Hub is now offering increased hours, from 7:00 a.m. to 10:00 p.m., and they are looking into weekend hours. They are here at Senate today to hear any other issues.

The question of training for students was raised. Dr. Low noted that in transition times (beginnings of semesters or sessions), we need to be prepared to help students. For students who are on campus but also taking online courses, we need to post help information all over campus. For strictly online students, we need to make the help links more obvious as well as add an FAQ. It was noted that some faculty even pull up the MSUB Online page during class.

It was noted that academic integrity continues to be an issue, and has been since online began. It was recently discovered that a nursing student (not at MSUB) was paying someone to take her math classes for her. It was cited that one solution has been proctored final exams. It was noted that most math courses at the COT proctor their final exam. Mr. Tirrell stated that he would like to start a committee composed of faculty as well as IT and eLearning personnel to formulate recommendations for this problem.

It was cited that there is an issue with timed exams. A time for the exam was set, but once it ran out, students were still able to access and complete the test. Mr. Weber noted that there are several different ways to set up a quiz or exam.

The Senate commended Bill Weber for his calmness in the face of many difficulties and frustrated faculty members. He has been most helpful.

It was noted that it is very important to document all issues you have with D2L, including time and date of the occurrence, so the problem can be pinpointed.

The issue of internal versus external email was raised. George Dennison of U of M wrote a very good position about this. The Provost will distribute copies of this note. Dr. Campbell noted all the colleges in Montana as well as most of the nation are moving to internal email; however, there are work-arounds. The administration will make sure that faculty have access to student's email addresses before classes start. It was noted that instructions for dumping those lists of email addresses into an Outlook distribution list should be created and circulated to the faculty as well. Many students don't use the portal to forward their emails because it's so slow—slower than D2L—and clumsy, but getting them to use it won't be an issue since they will all have Google accounts in two

months. Mr. Tirrell noted that the faculty mentors will be part of the group who write the memo to students about using the new Google accounts.

It was cited that students who are on a waiting list for an online course are not notified when they are moved into the course. They don't know unless they are in the portal.

It was stated that the University is saving a substantial amount because D2L costs less than eCollege. The switch occurred because state regulations require the provider be put out to bid in 10 years, and D2L came in cheaper. Are we charging the same online fees for an inferior product? And where are the savings going? Mr. Tirrell responded that D2L is not an inferior product. We've just been experiencing growing pains. The fee issue does need to be addressed by the Chancellor's Cabinet, because online students are not the only ones using D2L. The Provost noted that hybrid (onsite/online) courses are not charged the online fee. It was cited we must be careful requesting a new student fee, because the Board of Regents must approve it.

The savings from switching to D2L are being poured back into eLearning: the eLearning Hub staff, pay for the faculty mentors, and other resources such as video equipment. Kayla Miller noted that she is much more satisfied with D2L because it has more features than eCollege.

It was noted that the eLearning Office has resources and equipment for enhancing an online class, and that needs to be advertised to the faculty.

It was noted that the share drives at the COT are being taken offline, but the new portfolios in D2L are not yet available. It was cited that the portfolios are now running, but no training is yet scheduled.

Mr. Tirrell closed by saying that communication is very important in this process. Please let them know any problems or solutions you have.

B. Report of BOR Conference Call with Faculty Leaders on February 10

Dr. Steerey noted that most of the discussion was campus issues such as hiring freezes and building issues as well as the transferability initiative. The next conference call will be in March and we will get more notice so other Senators can participate.

C. Appointment of Faculty to Openings on Senate (CAHP and one At-Large)

Dr. Steerey stated that she can appoint faculty for the current vacancies on the Senate. The Senate agreed that she should seek out faculty (especially a faculty member from the Sciences) and appoint them if willing.

The meeting adjourned at 4:49 p.m.

rjrm