

ACADEMIC SENATE MINUTES

DATE: October 9, 2014

PRESENT: Tom Dell Patricia Vettel-Becker
A.J. Otjen Cindy Dell
Francisco Saldivar James Barron
Andrew Sullivan Debra Johnson
Kelly Shumway Paul Pope
Bruce Brumley Daniel Barnhart (student)
Diane Duin (ex-officio) C. Shearer-Cremean (ex-officio)
Rita Kratky (ex-officio)

ABSENT: Susan Gilbertz*
Barbara Wheeling (ex-officio)* Mary Susan Fishbaugh (ex-officio)
Mark Pagano (ex-officio) Matt Redinger (ex-officio)*
Terrie Iverson (ex-officio) Joe Oravec (ex-officio)
* *excused*

GUESTS: Mark Nook Brenda Dockery
Michael Barber

PRESIDING: Bruce Brumley, Chair

Bruce Brumley called the meeting to order at 3:42 p.m. in Chancellor's Conference Room.

The minutes of September 25 were accepted as presented.

I. CHANCELLOR REPORT

Mark Nook reported that the University Budget Committee is up and working on the FY15 budget. We have a shortfall of about \$1 million, but we can almost cut that in half with our enrollment reserve. After the FY15 budget is cut down, we will get started on the FY16 budget.

Dr. Nook has met with all the Deans except one so far, and his next plan is to meet with all the Departments. He wants to get to know people, for people to get to know him, and to hear the stories that he can share with the community and donors.

II. PROVOST REPORT

The Provost is at a conference this week.

III. COMMITTEE REPORTS

Mr. Brumley stated that Cabinet meetings have mostly revolved around the budget and budgeting policies.

A question was raised about the results of the Academic Prioritization Committee. Chancellor Nook responded that he would like information about the budget impact of the recommended changes. It appears that the programs we said we would cut will make for almost no savings. He does not want to announce anything related to APC until we know what the FY16 budget will be like.

IV. ITEMS FOR INFORMATION

Item 5 BMKT 350 Social Media Marketing. New course.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **accept Item 5 for information.**

It was noted that there is no staffing plan included in the proposal. Brenda Dockery, Business Administration Department and Instructor of the course, stated that she has taught this course as a seminar, so it is already built into her load. It's taught once a year.

⇒ Motion carried.

Item 18 Certificate in Addiction Counseling Education. New program (under 30 credits).

⇒ Motion by Francisco Saldivar, seconded by Paul Pope to **accept Item 18 for information.**

It was noted that this program will not go to the Board of Regents for approval because it is under 30 credits. This is a way for the group of courses which are required for state licensure as a counselor to be organized so students not in the bachelor's program can take them. The question was raised as to why this program is not 30 credits, so graduates can be counted as "completers." It is only 29 credits because it's embedded in the bachelor program, and one more credit would not fit.

⇒ Motion carried.

Item 19 BS major in Rehabilitation and Related Services Extended. Modification to an existing program.

Item 19.a BS major in Psychiatric Rehabilitation. Modification to an existing program.

⇒ Motion by Daniel Barnhart, seconded by Kelly Shumway to **accept Items 19 and 19.a for information.**

⇒ Motion carried.

V. ITEMS – FIRST READING

Item 21 589 as the designated number for professional development credit non-degree courses offered by Extended Campus.

This proposal will be postponed to the next meeting.

VI. DISCUSSION/ACTION ITEMS

A. Sabbatical Committee Nominees

We received six volunteers, but the Provost requested ten names.

⇒ Motion by Cindy Dell, seconded by Patricia Vettel-Becker to **add a list of all tenured (east campus) faculty to the list of six volunteers, and forward the list to the Provost.**

⇒ Motion carried.

B. Discussion of Academic Computing & Allied Technology Committee and Existing IT Committees

Guest: Michael Barber, Chief Information Officer

Dr. Barber stated that he believes the ACAT Committee was created as a result of conflict between the faculty and a former director, in order to get a handle on the technology of the day. Today, IT has a committee made up of faculty called the eLearning Fellows. That group advises administration and academic programs on eLearning, but also on technology and development. There is also the IT Governance Group, made up of people from administration, academics, and student affairs that has a wider oversight of technology on campus. Finally, there is the Academic Technology Committee, formerly the Computer Fee Committee, which, by BOR policy, is 50% students and 50% faculty. In the past, faculty were assigned to the Academic Technology Committee by the Deans, but our new Chancellor may choose to change that policy.

It was agreed that the future of the ACAT Committee will be discussed at a later meeting.

C. Report from the Subcommittee on:

Review of Forms: (1) Curriculum Proposals and Department Chair/Program Director/Program Coordinator Signatures and (2) Teacher Education and the College of Arts & Sciences

Policy on Seminars/Workshops: (1) The “three times offered” rule and (2) Terminology confusion

The Committee recommended that the Health Administration Program be moved into an academic department. They also recommended that three boxes or signature lines be added to the forms so that CAS and CAHP can review teacher education changes made by the COE, and so COE can review changes made by CAS and CAHP.

Discussion will continue at the next meeting.

The meeting adjourned at 4:54 p.m.

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Completion of Senate Subcommittee for

Review of Forms: Assign a Subcommittee

- Curriculum Proposals and Department Chair/Program Director/Program Coordinator Signatures
- Teacher Education and the College of Arts & Sciences

Policy on Seminars/Workshops: Assign a Subcommittee

- The "three times offered" rule
- Terminology confusion

Subcommittee members:

Patricia Vettel Becker
Kelly Shumway
Francisco Saldivar

Jim Barron
Cindy Dell

The senate subcommittee met on Friday October 3rd to work on the preceding issues. The following are the results:

Review of Forms:

Curriculum Proposals and Department Chair/Program Director/Program Coordinator Signatures.

The Subcommittee determined that the forms should not change, since the forms reflect the process for the approval of curricular changes. The subcommittee agreed that no curricular items should go forward if they do not originate with a Faculty Member and are recommended by a Department Chairperson.

It was noted that there were three programs that were not housed in a department: Nursing, Developmental Education and Health Administration. Both Nursing and Developmental Education have now been organized into either an existing department (as in the case of Nursing) or a department was created (as in the case of Developmental Education).

To that end, the Senate Subcommittee would like a recommendation to come from the Academic Senate to the Provost that the Health Administration program be moved into a department with a Department Chairperson. The program itself has no fulltime faculty members and no department chair...only a program director, which is an administrative position.

Teacher Education and the College of Arts & Sciences

The Subcommittee reviewed the Curricular forms and recommends that the Teacher Education Curriculum Committee continue to review and make recommendations for items, program changes, etc. that affect the teacher licensure programs in CAS and CAHP. It is also recommended that changes made by the COE that affect teacher licensure programs in CAS and CAHP be reviewed and recommended by those colleges' curriculum committees as well.

Therefore the subcommittee recommends that two additional signature lines be added to the forms to include lines for those committees as appropriate.

Policy on Seminars/Workshops

The “three times offered” rule

The subcommittee has the following recommendation for consideration by the full Academic Senate:
If a seminar/workshop is offered more than three times under the same name over a five-year period, the course must be submitted as a new course to be approved through the normal process of curriculum review.

Terminology confusion

The subcommittee believes there is not confusion on the terminology of workshop and seminar. It was noted that each department uses the workshop and seminar in unique ways, and that the departments should be able to designate which format a class is offered in the title of the class...either as a workshop or as a seminar.

Other Business

The subcommittee also discussed overall Academic Senate Policies and Resolutions and recommends that each senator be given copies of the Policies and Resolutions for the Academic Senate found at <http://www.msubillings.edu/senate/Policies/policies.htm> so that each is familiar with them.