

ACADEMIC SENATE MINUTES

DATE: March 30, 2017

PRESENT:	Jim Barron	A.J. Otjen
	Cindy Dell	Susan Gilbertz
	Andrew Sullivan	Vern Gagnon
	Kelly Shumway	Paul Pope
	Steve Coffman	Greg Dicharry (student)
	Christine Shearer (ex-officio)	Barbara Wheeling (ex-officio)
	Clifford Coppersmith (ex-officio)	Robert Hoar (ex-officio)
	Matt Redinger (ex-officio)	

ABSENT:	Tom Dell*	Francisco Saldivar*
	Heather Thompson-Bahm*	Joy Honea*
	Diane Duin (ex-officio)	Mary Susan Fishbaugh (ex-officio)*
	Terrie Iverson (ex-officio)	Joe Oravec (ex-officio)
	* <i>excused</i>	

GUESTS:	Sarah Brockel	Ron Larsen
	Lance Mouser	Mike Campbell

PRESIDING: Susan Gilbertz, Chair

Susan Gilbertz called the meeting to order at 3:40 p.m. in the City College Health Science North Conference Room.

I. ANNOUNCEMENTS

We still do not have a director for the campus book store, so please spread the word to get book orders in early. Provost Hoar noted that they have been discussing moving to a default book. That is, the book last used in the course would automatically be reordered after a certain date, unless the faculty member says otherwise.

Four Senators will be leaving us after this meeting. A.J. Otjen, Tom Dell, Andy Sullivan, and Steve Coffman, as well as ASMSUB President Greg Dicharry, were thanked for their service and contributions.

II. MINUTES

The minutes of March 16 were accepted as presented.

III. CHANCELLOR REPORT

Chancellor Larsen noted that there are currently two infrastructure bills in the legislature, one in the House and one in the Senate. They both contain the additional \$5 million in funding for the Yellowstone Hall remodel/expansion. The House bill may get killed, but the Senate bill has passed by a 2/3 vote, as required. This will come down to the wire.

IV. PROVOST REPORT

Dr. Hoar reminded the Senate of the last meeting's discussion of the Commissioner's Office effort to classify the institutions in the University System. Dr. Hoar has received a great deal of feedback on our classification description, and he has also shared it with Northern and Western, which are the other two in our category. Northern has agreed with our changes, and he has not yet heard from Western. City College is still separated from the main campus in the descriptions, and OCHE may wish to keep all the two-year units together.

Dr. Hoar stated that he was asked to create a step-by-step list of the process to create a new program (draft attached to these minutes). The first step is to get the idea on the Academic Program Plan list, which is maintained by OCHE and out on the web. It is updated only once a year, in May, so now is the time to add ideas. Adding a possible program to the Academic Program Plan is not a commitment. There is also a petition process if we want to add a program during the rest of the year, and OCHE is amenable to this especially for short programs like certificates, or a program for a special need in the community.

After the program is on the Academic Program Plan, the Intent to Plan is the actual commitment to the program. This is the pre-curricular piece, and at this point we also request research from EAB. EAB is an annual subscription service for MSUB. They research the demand for one program at a time. Next comes the fully fleshed-out Level II proposal, which includes the budget. The Intent to Plan and Level II documents are shared among the Chief Academic Officers in the System, and this has proven beneficial because our cooperative proposal for occupational therapy with Missoula would not have come about otherwise. The campus curriculum paperwork follows the Level II. Also, the last approval is NWCCU (missing from the steps list). We are required to file a substantive change and cannot advertise a new program until that has been approved, which takes about three months. The Intent to Plan and the Level II documents are both shared with the Senate. Once these steps are clear, they will be posted to the Senate website.

V. OTHER REPORTS

Marketing Plan – Sarah Brockel, Interim Director of University Relations

It was noted that for many years, we've had virtually no marketing. Ms. Brockel is requesting focus group information: a handful of faculty will take a short qualitative survey as a starting point for a new marketing plan.

It was suggested that we still don't know who we are. However, a marketing plan cannot wait for us to complete the visioning process and revise our strategic plan, which are very long processes. We need to do something right now for marketing.

It was agreed that the survey would be distributed to the Senators, including the new Senators elected this week, and those who respond will be the focus group.

VI. ITEM FOR INFORMATION

Item 61 Emeritus Nomination: William Kamowski, Department of English, Philosophy & Modern Languages, College of Arts and Sciences. For information.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **accept Item 61 for information.**

It was noted that Dr. Kamowski has been the ASMSUB advisor for many years. It's a large and important role to be filled.

⇒ Motion carried.

VII. ITEMS – SECOND READING

Item 55 College of Business Transfer Credits Policy. Revised February 2017.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **approve Item 55 on second reading.**

It was noted that the Registrar's Office is supportive of this policy, since it gives guidance for an unwritten practice.

The question was raised as to what a student should do if he or she transfers in a large number of business courses. Are there enough unique courses that a student would not have to re-take courses? It was noted that if a student has finished that much of a degree, it makes more sense to finish at the other school. Why transfer at the last minute? Mike Campbell, Chair of Business Administration, noted that they are concerned with AACSB accreditation, should a student take most courses elsewhere but be awarded a degree from MSUB. Currently, Bozeman and Missoula business programs have a stricter transfer policy: students must take half of their business courses, half of their option courses, and the capstone from them in order to be granted the degree.

The question was raised as to appeal opportunities. Almost any policy can be appealed by a student.

⇒ Motion carried.

Item 59 Academic Senate Bylaws Article V. Administrative Support Committees.
Delete College of Education Council.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Item 59 on second reading.**

The College of Education now has advisory committees for each program, rather than the entire college.

⇒ Motion carried.

VIII. ITEMS – FIRST READING

Item 58 M 140 College Math for Healthcare. New course.

Item 58.a Gen Ed Course: M 140 College Math for Healthcare. Submit for category I.A. Mathematics.

⇒ Motion by Paul Pope, seconded by Jim Barron to **approve Items 58 and 58.a on first reading.**

Lance Mouser, City College Gen Ed, noted that a statewide discussion of math for nursing students took place, and M 121 College Algebra is not meeting nursing students' needs. A program change will be coming to add this new course to the ASN program. The course will not be restricted to ASN students, however.

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **waive second reading of Items 58 and 58.a.**

⇒ Motion carried.

IX. DISCUSSION/ACTION ITEMS

A. BSLS Majors Be Allowed to Have Minors

Dr. Gilbertz noted that there is a committee forming to review and bring recommendations regarding the BSLS, so this item will be dropped from the Senate agenda.

B. Visioning Task Force

OCHE has requested that a task force be formed to connect MSUB and community members. It will eventually become an advisory council to the Chancellor's Cabinet. Chancellor Larsen noted that there was strong objection by himself, BOR members, and others, to OCHE "helping" us with our visioning process. Instead, that process will happen among the faculty, and their recommendations will be received by this task force.

The meeting adjourned at 4:43 p.m.

rjrm

From: [Hoar, Robert](#)
To: [Shearer, Christine](#); [Duin, Diane](#); [Coppersmith, Clifford](#); [Wheeling, Barbara](#); [Fishbaugh, Mary](#)
Cc: [Redinger, Matt](#); [Nemeth, Kevin](#); [RabeMeduna, Rita](#); [Gilbertz, Susan](#)
Subject: Academic Senate
Date: Thursday, March 30, 2017 1:21:24 PM
Attachments: [image001.png](#)

Hello all,

Susan Gilbertz has asked me to talk to Senate today. She wants me to talk about how faculty could/should propose new programs and what the process is to get them approved. I plan to focus more on the local process and refer them to the web for the Board.

I put the following list together. What more should/could I say?

Step 1: Come up with a great idea.

Step 2: Kick yourself for not thinking about it two years ago.

Step 3: Talk it over in your department (or with Extended Campus).

Is this a combination of current courses or does it need new curriculum?

The answer may determine what more needs to be done and when.

Step 4: Ask your Dean to add it to the "[Campus Academic Program Plan](#)"**

Requires a "Name", "Award type", and a one-paragraph "Description"

along with an expected year in which you would plan to develop the program

Step 5: Develop an "[Intent to Plan](#)"

This

Step 6: Deans Council will review it and, if needed, we will add it to the EAB queue for research

Step 7: Assuming there is a need and that we either have the talent or have a budget model to acquire the needed resources, we develop a "[Level II](#)" proposal.

It is important to point out that OCHE wants each step to be very transparent and public. We get to see all Program Plans, Intent to Plans and Level II proposals before the Board sees them. We can comment on, support or question what others are doing around the System. And they can question what we are doing. It is my job to get the right people to the table when we are questioned and it is my job to make sure we ask the right questions of others.

**This set of lists is updated once per year, in May.

Bob

Dr. Robert Hoar

Provost & Vice Chancellor for Academic Affairs

rhoar@msubillings.edu
[406.657.2367](tel:406.657.2367)

1500 University Drive
McMullen Hall, Room 204
Billings, MT 59101
msubillings.edu • msubsports.com • citycollege.msubillings.edu