

## ACADEMIC SENATE MINUTES

**DATE:** October 4, 2018

<b>PRESENT:</b>	Suzette Nynas	Jim Barron
	Scott Butterfield	Cindy Dell
	Kelly McCoy	Heather Thompson-Bahm
	Sarah Keller	Vern Gagnon
	Kelly Shumway	Paul Pope
	Jennifer Lynn	Rachael Waller
	Christine Shearer (ex-officio)	Mary Susan Fishbaugh (ex-officio)
	Florence Garcia (ex-officio)	Joy Honea (ex-officio)
	Sue Balter-Reitz (ex-officio)	Darlene Hert (ex-officio)

<b>ABSENT:</b>	Keith Edgerton*	Halle Keltner (student)
	John Dorr (ex-officio)	Trudy Collins (ex-officio)
	David Buckingham (ex-officio)	
	* <i>excused</i>	

<b>GUESTS:</b>	Dan Edelman	Judy Williams
	Rachel Schaffer	

**PRESIDING:** Jim Barron, Chair

---

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

### I. ANNOUNCEMENTS

The Board of Regents is beginning an initiative for open educational resources, like Open Stax. Darlene Hert noted that the Library is working with faculty to find such resources, and a state-wide committee is being formed. The BOR may offer compensation to faculty to help convert courses to open educational resources as well.

Dean Christine Shearer announced that she will be visiting a business university in Tai Pei for a conference which will be held at the MSUB campus *next year*. This conference travels to a different country every year.

## II. ACCEPTANCE OF MINUTES

The minutes of September 20 were accepted as presented.

## III. CHANCELLOR REPORT

Dr. Edelman noted that he missed the last Senate meeting due to a CEO meeting called by the Commissioner's Office.

He noted that there will be a memorial service for Elizabeth Fullon on Monday, October 8 at 4:00 p.m. at City College. Also, one of our education students was killed in a collision a couple of weeks ago.

Our new Provost, Melinda Arnold, will start this coming Monday. Dr. Edelman would like the Senate to help him set goals for Dr. Arnold. His goals include: program alignment, recruitment & retention of qualified faculty, grants & research, and leadership evaluation. Program alignment means we need our academic programs to lead to jobs, while also retaining critical programs that don't necessarily lead to jobs. It was noted that the new Provost should meet with as many faculty as possible to get to know us.

Dr. Edelman noted that with the new Glacier Room (formerly the location of the Campus Store), we now have more community interest in holding events on campus. Big Sky Economic Development will bring 300 people to campus October 18!

The Chancellor also noted that strategic planning has begun, and another session is scheduled for the end of this month, where a focus will be put on branding. The science building remodel/expansion will have a steering committee. He has been working with School District #2 on a project to bring MSUB faculty into high school classrooms, to increase exposure to college-level education. Our NWCCU accreditation visit is next week.

## IV. PROVOST REPORT

Interim Provost Fishbaugh noted that they had 36 applicants for the position of Provost. They interviewed 4 by phone and brought 2 to campus. It was a robust pool of candidates.

The Grants Office and the Academic Support Center have been awarded a Title III grant focused on recruitment and getting students ready for college.

Provost Fishbaugh also commended Sue Balter-Reitz for her excellent work in preparing us for the NWCCU visit next week. We can all be confident the visit will go well, thanks to Dr. Balter-Reitz.

The Veterans Center in the COE building will have a ribbon cutting on Veteran's Day, November 11.

Dr. Edelman thanked Dr. Fishbaugh for serving as the Interim Provost.

## V. OTHER REPORTS

### **Judy Williams, ASMSUB Attorney**

Ms. Williams stated that she is an alum of EMC and works 20 hours a week to assist students in legal matters. If a student has paid the fee (taking 7 or more credits), her assistance is free. Students taking less than 7 credits can also pay the fee to utilize her services. Student Legal Services has been a part of campus for 40 years, and use of the service has declined recently. She served about 100 students last year, but the average is 200 per year. Please let your students know, and well as fellow faculty, that the legal services are available. Students are required to make an appointment so their student status can be verified, and Ms. Williams also does phone consultations for online students. Chancellor Edelman agreed to get a sign for Student Legal Services, so Ms. Williams will be found easily in the Student Union, and he will also send out an email notification to all students, written by Ms. Williams. Heather Thompson-Bahm volunteered to write a short blurb that can be added to online course shells, as well.

## VI. CONSENT AGENDA

**Item 3** BSEd Broadfield Major in Elementary Education. Modification to an existing program.

**Item 14** EDU 434 Reading Round Table. Change credits from V1-3 to 3 and change course description.

**Item 15** EDU 200 Introduction to Education. Delete course.

**Item 15.a** EDU 240 Behavior Management. Delete course.

**Item 15.b** EDU 439 Practicum: Literacy Assessment, Diagnosis and Instruction. Delete course.

**Item 15.c** EDU 442 Reading Diagnosis and Interventions in the Classroom. Delete course.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve the consent agenda.**

⇒ Motion carried.

## VII. ITEM FOR INFORMATION

**Item 18** Committee Roster for 2018-2019.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **accept Item 18 for information.**

⇒ Motion carried.

## VIII. ITEMS – FIRST READING

**Item 2** SIGN rubric. Transfer from Rehabilitation & Human Services (CAHP) to English, Philosophy & Modern Languages (CAS).

⇒ Motion by Paul Pope, seconded by Cindy Dell to **approve Item 2 on first reading.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Scott Butterfield to **waive second reading of Item 2.**

⇒ Motion carried.

**Item 9** Master of Education School Counseling Option (K-12) OPI Licensure and State Licensure Opportunity (60 credits). Delete program.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve Item 9 on first reading.**

The Master of Education School Counseling Option has two plans, one for 48 credits and one for 60 credits, but Educational Theory & Practice is not doing a good job in offering the 60 credit plan. Rehabilitation & Human Services offers a program which leads to the same licensure, so the education faculty have agreed to stop offering the 60 credit program. The 48 credit program will remain, as it leads to a different licensure. The department also plans to make the 48 credit program more robust. There are about 15 students who will need to complete the 60 credit program before it is deleted.

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Kelly Shumway to **waive second reading of Item 9.**

⇒ Motion carried.

**Item 10** SCOU 506 Practicum: Counseling and Therapy Techniques. Change prerequisite.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve Item 10 on first reading.**

This change adds a requirement that students complete a background check before registering for the course. The background check cannot be paid for with a course fee.

⇒ Motion carried.

⇒ Motion by Kelly Shumway, seconded by Paul Pope to **waive second reading of Item 10.**

⇒ Motion carried.

**Item 22** All graduate programs in the COE. Modification to existing programs to include background check statement.

⇒ Motion by Vern Gagnon, seconded by Kelly Shumway to **approve Item 22 on first reading.**

Students need to know up front that they will need to complete a background check before registering for most courses, so it is important that they know up front. If they don't, it can delay registration, as background checks take three to six weeks to complete. This change will require students to do the background check when they apply to Graduate Studies. There are courses in each program that can be taken without a background check, so students can apply, be provisionally accepted, and complete the background check without delaying their plan of study.

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Kelly Shumway to **waive second reading of Item 22.**

⇒ Motion carried.

## IX. DISCUSSION/ACTION ITEMS

### A. Approval of Sabbatical Committee Nominees

It was noted that City College Senators have a conflict in voting on a list of nominees for the Faculty Association's sabbatical process.

Several of the faculty on the list, which has already been submitted to the Provost, are not tenured, and not all colleges are represented on the list.

It was agreed that the list will be rescinded and a new list will be put together at the next Senate meeting.

The meeting adjourned at 4:56 p.m.

rjrm

# ASMSUB

ASSOCIATED STUDENTS OF  
MONTANA STATE UNIVERSITY BILLINGS

---

## Student Legal Services

---



  
**MONTANA**  
STATE UNIVERSITY  
BILLINGS  
Access & Excellence

Student Union Building  
Room 213  
Phone 406.657.2365

---



# ASMSUB

ASSOCIATED STUDENTS OF  
MONTANA STATE UNIVERSITY BILLINGS

## Student Legal Services

The Associated Students of Montana State University Billings fund Student Legal Services from the activity fee paid by students enrolled for at least seven (7) credits per semester. ASMSUB employs a part-time attorney to meet with students regarding their civil legal problems and provide advice, with representation available on specific, limited matters.

ASMSUB has offered Student Legal Services for over 20 years. The office is closed during the student breaks.

### Types of Cases Accepted

The attorney is available to assist students with uncontested family law matters (divorce, parenting plan and step-parent adoption), landlord-tenant issues, simple wills, and a variety of other civil matters.

### Appointments

To schedule an appointment with the attorney, phone 657-2365 or stop by Student Union Building Room 213. Appointments must be made in advance. Allow 30 minutes for your appointment and bring along any paperwork relating to your legal problem.

### Cost

There is no charge for a consultation with the attorney. If you and the attorney agree that legal work will be undertaken on your behalf, you may need to pay a fee to ASMSUB, depending on the type of action. You will be responsible for court costs, court filing fees, and other expenses, such as certified mail or newspaper publication fees.

Following are the estimated costs of undertaking these actions:

Type	ASMSUB Fee	Estimated Other	Estimated Total
Family Law*	\$100	\$250	\$350
Adoption	\$100	\$175	\$275
Will - Simple	\$25	\$0	\$25
Name Change	\$60	\$265	\$325
Power of Attorney	\$25	\$0	\$25

\*Family Law includes divorce, legal separation, parenting plan actions or similar cases.

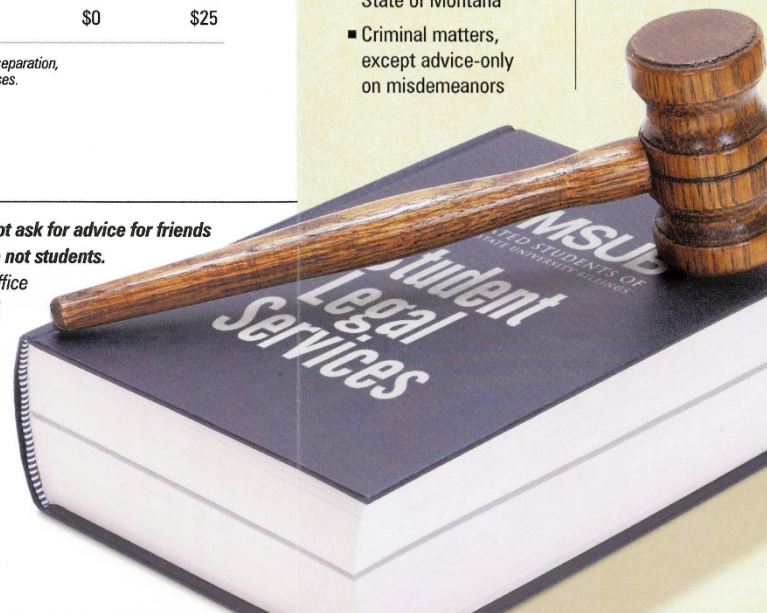
**Please note: Please do not ask for advice for friends or family members who are not students.**

The Student Legal Services office is funded by student fees and available to students of Montana State University Billings. The person seeking legal help must attend the appointment and bring any paperwork related to the legal problem.

### Excluded Matters

ASMSUB Student Legal Services is not able to assist students with the following types of actions:

- Bankruptcy, business ventures/transactions, corporate business, profit-seeking activities or class actions
- Legal problems between students of MSU Billings, unless the students come in together and agree in writing for the MSU Billings Student Legal Services attorney to act as mediator
- Controversies between students and the University System, MSU Billings, or the State of Montana
- Criminal matters, except advice-only on misdemeanors
- Personal injury or other tort or fee-generating cases
- Taxes
- Immigration
- Pre-existing cases or matters in which other counsel is already representing the student
- Actions which, in the judgement of the attorney are unnecessary, unreasonable, or would require a disproportionate allocation of available resources





## Other Assistance

### **ACLU**

(American Civil  
Liberties Union)

406.248.1086

### **Child Support Enforcement Division**

800.346.5473

### **Consumer Complaints**

406.444.4500

### **Governor's Advocates Hotline**

(State Government  
Problems)

800.332.2272

### **Human Rights Commission**

800.542.0807

### **Montana Fair Housing**

406.877.7353

### **Montana Legal Services**

800.666.6899

### **Public Service Commission**

(Utility Issues)

800.646.6150

### **State Auditor/ Insurance Commissioner**

800.332.6148

### **YWCA Battered Victims Hotline**

(Victims of Domestic  
or Sexual Violence)

406.259.8100