

ACADEMIC SENATE MINUTES

DATE: September 20, 2018

PRESENT:	Suzette Nynas	Jim Barron
	Keith Edgerton	Heather Thompson-Bahm
	Sarah Keller	Vern Gagnon
	Paul Pope	Jennifer Lynn
	Rachael Waller	Florence Garcia (ex-officio)
	Joy Honea (ex-officio)	Sue Balter-Reitz (ex-officio)
	David Buckingham (ex-officio)	Darlene Hert (ex-officio)

ABSENT:	Scott Butterfield	Cindy Dell*
	Kelly McCoy*	Kelly Shumway*
	Halle Keltner (student)	Christine Shearer (ex-officio)*
	Mary Susan Fishbaugh (ex-officio)*	Trudy Collins (ex-officio)
	* <i>excused</i>	

GUESTS:	Cheri Johannes	Susan Floyd
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PRESIDING: Jim Barron, Chair

Jim Barron called the meeting to order at 3:40 p.m. in the Chancellor's Conference Room.

I. ANNOUNCEMENTS

Today a CourseLeaf representative was on campus, working with Ms. Rabe Meduna on formatting our online catalog. The catalog is built first and then they begin the second phase, building the online curriculum process. We hope to roll that out Fall 2019.

At last week's BOR meeting (on campus), there was interest in moving all units of the MUS onto one calendar. There is a study group being formed to assess the impacts, and if Senators are interested, let Cheri Johannes, Registrar, know. Change will not happen soon, because we are locked into our calendars for the next couple years. There is also interest in a single, system-wide application. For example, students would not have to

apply and pay twice if they wanted to attend MSUB during the year but take online classes from Missoula in the summer. This application would not include specific program application processes.

Faculty evaluations by students will now be entirely online. For many years now, our paper evaluations were processed by Bozeman. This involved a staff person feeding paper into the scanners, which took hours. Now the evaluation will be entirely online, and students can even do it on their phones, so please promote that option in class. It was noted that the instrument is exactly the same.

II. ACCEPTANCE OF MINUTES

The minutes of April 19 & August 30 were accepted as presented.

III. ELECTION OF THIRD VICE CHAIR

⇒ Sarah Keller nominated Kelly McCoy (who had volunteered via email).

There were no further nominations. Mr. McCoy was elected as the third Vice Chair.

IV. OTHER REPORTS

Sue Balter-Reitz, Interim Vice Provost, stated that our NWCCU accreditation visit will be October 15-17. The student open forum will be Monday, October 15 at 4:00 p.m. in Library 148, so please share that with students. The faculty open forum will be Tuesday, October 16 at 4:00 p.m. in Library 148. Dr. Balter-Reitz will be sending out a number of emails in the coming weeks, including the MSUB core themes, which will be getting a revision to make them easier to deliver verbally. Also, the accreditation team members will likely ask for meetings as they work through our reports, so faculty are asked to be available as much as possible during the visit.

The pre-accreditation forum will be Tuesday, September 25 at 3:30 p.m. in Library 148. The names of the accreditation team and what they are looking for will be covered.

V. ITEMS FOR INFORMATION

Item 58 Old Courses Deleted from 2018-19 catalog.

⇒ Motion by Paul Pope, seconded by Keith Edgerton to **accept Item 58 for information.**

⇒ Motion carried.

Item 1 Certificate of AS in Practical Nursing. Resubmitted & approved BOR Level II. (Originally approved as a Level I March 2016.) For information.

Report: Distance Clinicals – Susan Floyd, Director of Nursing, City College

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **accept Item 1 for information.**

Susan Floyd, director of Nursing at City College, stated that the Senate had asked her to report back on how the new distance clinical courses were going. They have had two cohorts of students complete the program. In the first cohort, there was only one student doing a distance clinical. However, in the second cohort, there were seven students doing a distance clinical. When the grant funded changes for the nursing programs were being discussed, all kinds of rural clinical sites said they would be happy to hold clinicals for our students, but it turns out many of them do not have the staff to handle clinical work. This is a struggle. We are getting students into clinical experiences, just not right where they live. For instance, we cannot get a clinical site in Livingston, so students there are having to commute to Bozeman for their clinical courses. The program is succeeding, but these clinical sites will continue to be a struggle.

⇒ Motion carried.

Item 4 Committee Report for 2017-2018: Academic Standards & Scholastic Standing Committee.

Item 5 Committee Report for 2017-2018: Library Committee.

Item 6 Committee Report for 2017-2018: Commencement Committee.

Item 17 Committee Report for 2017-2018: General Education Committee.

⇒ Motion by Paul Pope, seconded by Rachael Waller to **accept Items 4, 5, 6, and 17 for information.**

⇒ Motion carried.

VI. ITEMS – FIRST READING

Item 53 BIOB 160 Principles of Living Systems. Add corequisites.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve item 53 on first reading.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Jennifer Lynn to **waive second reading of Item 53.**

⇒ Motion carried.

Item 2 has been postponed to the next meeting.

Item 7 TASK courses. Delete courses. Due to CCN changes.

Item 7.a AS Program of Study in Business Administration, AS Program of Study in Human Resources COB Articulated Emphasis, AS Program of Study in Human Resources General Applied Emphasis, Certificate of AS in Human Resource Management, AAS in Medical Administrative Assistant. Programs impacted by deletion of TASK courses. BGEN has been substituted.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve Items 7 & 7.a on first reading.**

The only TASK course still in use is TASK 294, so BGEN 294 will be substituted.

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Vern Gagnon to **waive second reading of Items 7 & 7.a.**

⇒ Motion carried.

VIII. DISCUSSION/ACTION ITEMS

A. Editing of Catalog by English Faculty

Dr. Barron noted that Deb & Rachel Schaffer had agreed to edit the catalog for voice and clarity, but this is a big job that will require course reductions or release time. Do we want to do this?

It was noted that CourseLeaf will give the ability to edit the catalogs (subject to approval) to the departments, so there will be no consistent voice anyway.

It was agreed the Senate will not pursue this project.

B. Ad Hoc Committee: A&SC 111

The Senate agreed a committee should be formed to talk about the best practices for first year seminar courses. We need to decide a timeline, the membership, and create a charge for the committee.

It was noted that the Senate already created joint ad hoc Student Affairs staff and faculty committee at a meeting in April, which never went anywhere because it was summer. They were originally supposed to report by December 1, and that report is not expected to be a final report.

Senators Suzette Nynas and Cindy Dell had volunteered to be on the committee. It was noted that Ana Diaz of Philosophy would also be interested. Dr. Balter-Reitz would serve in an ex-officio capacity. Dr. Johannes agreed to serve as well, and to find Student Affairs staff to be on the committee. The Senate requested that Dr. Nynas, Dr. Dell, and Dr. Johannes get together and put together a charge for the committee, including considering whether A&SC 111 should be in Gen Ed.

Dr. Balter-Reitz noted that the A&SC courses will soon be Common Course Numbered into two new rubrics. The 111 course will go under one rubric, while the other remaining courses will go under another rubric.

IX. NEW BUSINESS

Sarah Keller stated she will be proposing a new program, and would like to bring it to the attention of the Senate. She is proposing a Certificate in Digital Health Communication, which would go for BOR approval in March 2019, pending Senate approval. The Certificate will be 12 credits, with 4 credits off-campus through Extended Campus, so there will be no new staff. The only new cost will be paying the instructor of the Extended Campus courses, which are self-supporting courses. Students will earn a digital badge from the Extended Campus course, and they can then choose to move on to the Certificate program. It was noted that this program, at 12 credits, will not be financial aid eligible. Dr. Keller stated that she would like to move as fast as possible with this program because it is a competitive area.

Dr. Johannes reminded the Senate that beyond Senate and BOR approval for new programs, there are also multiple federal agencies which must review and approve our new programs. The timeline for implementing a new program is much longer than one would expect. Please encourage faculty to visit with the Financial Aid Office when developing new programs!

David Buckingham, Interim Vice Chancellor for Student Affairs and Enrollment Management, stated that the semester is going well and they hope to have a plan for the Diversity Center soon. They are also developing initiatives to help first time students, such as first generation college students, who are not being helped by Student Support Services (which is a federal TRiO program).

The meeting adjourned at 4:51 p.m.

rjrm