ACADEMIC SENATE MINUTES

DATE: September 23, 2021

PRESENT: Suzette Nynas   Matt Queen
             Mara Pierce   Jennifer Lynn
             Scott Butterfield   Susan Gregory
             Rachael Waller   John Pannell
             Heather Thompson-Bahm   Paul Pope
             Sam Boerboom   Austin Bennett
             Kurt Toenjes (ex-officio)   Susan Gilbertz (ex-officio)
             Vicki Trier (ex-officio)   Sep Eskandari (ex-officio)
             Susan Balter-Reitz (ex-officio)   Darlene Hert (ex-officio)

ABSENT: Rakesh Sah
             Tami Haaland (ex-officio)   Ed Garding (ex-officio)
             Susan Simmers (ex-officio)   Kim Hayworth (ex-officio)
             Jana Marcette (ex-officio)
                                 excused

GUESTS: Kathleen Thatcher   Kari Dahle-Huff
             Cheri Johannes

PRESIDING: Jennifer Lynn, Chair

Jennifer Lynn called the meeting to order at 3:40 p.m. in Library 148, with some members attending via webex.

I.   ANNOUNCEMENTS

An email just went out prior to the start of the meeting from the Chancellor, that masks will be required in all instructional spaces.

II.   ACCEPTANCE OF MINUTES

The minutes of September 9 were accepted as presented.

III.   PROVOST & CHANCELLOR REPORTS

Provost Eskandari stated that the mask requirement was a result of hundreds of conversations with faculty, staff, county health, the MUS system, and others. Given the infection counts in the county, as well as the hospital admissions, the mask requirement was warranted. It's only in instructional spaces, and we hope the level of compliance will go up. Do not confront people about not wearing masks. Instead, email covidquestions@msubillings.edu with concerns of this nature. While he and the Chancellor ask that we not confront people, faculty are encouraged to mention the masking message in their classes.

OCHE/BOR Program Reviews
Associate Provost Sue Balter-Reitz stated that the last OCHE program reviews were done in 2017-18, after which we took a break to do SPA. They were able to tie Academic Program Review with the OCHE review process, so if a program was reviewed as part of Academic Program Review in 2021, we will use that data for the OCHE review. We are using the data and work faculty have already done. If a program is in Academic Program Review this year, we will use that info for the OCHE program review next year.

University-Wide Faculty Committee Clearinghouse Update
The list is in need of updating. More to come.

IV.   OTHER REPORTS

Curriculum Manual Update
The old manual has been boiled down to a flow chart, which is posted online (and attached to these minutes).

Chosen Name Implementation
Registrar Cheri Johannes noted that the implementation of the chosen name initiative was originally to coincide with the implementation of Banner 9 this past summer, but unfortunately the Banner update has been delayed. Per President Cruzado's directive, we are moving forward with the chosen name plan.

Dr. Johannes stated there will be a form in MyInfo which all students, faculty, and staff can use to go by a chosen name rather than their legal name. This is not a legal name change, and we will still have to use legal names for certain things. The distinction used is generally: if what we do touches the federal government, we must use legal name; if it's state government, we probably must use legal name; everything else we will use chosen name. Because we share data and systems with the Montana State side (Bozeman, Great Falls, Havre and MSUB), the chosen name will be used across all those campuses. An example would be a faculty member who may use a professional name to teach at one institution, but is a student at another: both names will change to the chosen name.

Dr. Johannes cited that this will be a soft launch in October (in the middle of the semester) and she will be reaching out to each and every person at MSUB who changes their chosen name, to make sure they understand the gravity of what they are doing. We definitely don't want a student to be X on Monday, Y on Wednesday, and Z on Friday. Also, since this project will launch mid-semester, students in classes may have name changes. So, faculty who only print their class roster once at the start of the semester may have some changes by the end.

Dr. Johannes encouraged the Senators to make sure their colleagues know about this. She is making this presentation to every campus group she can, including the Staff Senate, student government, the Jacket Leadership Team, and others. It's important for anyone (faculty advisors, department admins, etc.) who may be searching for a student in Banner: searching for a student by using only their name will become increasingly difficult.

It was noted that this will be very helpful for the students who need it. Students who may be experiencing an abusive relationship, for example, can use this. Dr. Johannes also noted that students can also request a FERPA hold on their information, but that means we can only communicate with a student in person after presenting ID.

V.   ITEMS FOR INFORMATION

Item 6 Pathways for City College to College of Health Professions and Science programs: Business Administration AS Program of Study to Health Administration BS & Human Resources AS Program of Study to Health Administration BS. For information.

> $\Rightarrow$ Motion by Paul Pope, seconded by Sam Boerboom to **accept Item 6 information.**

This is an exciting opportunity for our students!

> $\Rightarrow$ Motion carried.

Item 8 Request to Plan: Center for Teaching and Learning. For information.

There was a great response to this proposal at the Board of Regents meeting earlier this month. It passed round one of the approval process.

> $\Rightarrow$ Motion by Sam Boerboom, seconded by Paul Pope to **accept Item 8 for information.**

> $\Rightarrow$ Motion carried.

Item 9 Request to Plan: Industrial Maintenance Certificate of Applied Science. For information.

⇒ Motion by Paul Pope, seconded by Suzette Nynas to **accept Item 9 for information.**

Vicki Trier, City College Dean, noted this will be a one-year certificate made up of classes we already have. It's a very much needed program, and the BOR have approved this RTP.

⇒ Motion carried.

VI.   DISCUSSION/ACTION ITEMS

A. COVID-19
Since the announcement today about masking, our discussion will be brief. It was noted that teachers have been included in the group of people who are eligible for booster shots. A booster can be scheduled with RiverStone Health. There is also a campus drawing for both employees and students who register that they have received their vaccine.

A concern was raised about sports events on campus, and crowding. Provost Eskandari responded that our student athletes are not only governed by campus policy, but also NCAA policy, so they are held to a higher level than the rest of the student body.
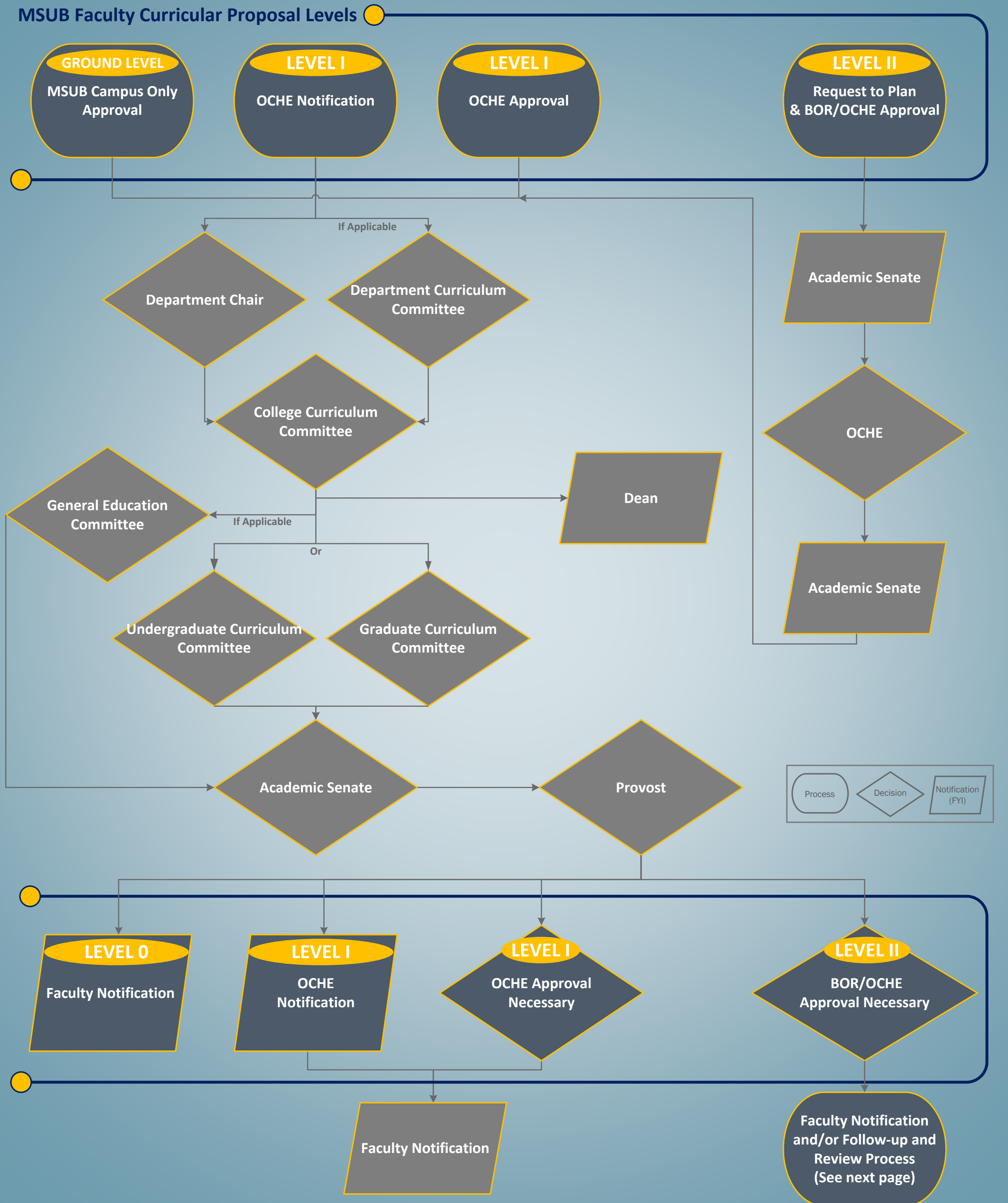
It was noted that faculty are allowed to do their office hours remotely rather than in person.

It was stated that there seems to be a silent majority of our students who want masking in class. We will never have 100% compliance, but hopefully the mandate will move us closer.

The meeting adjourned at 4:20 p.m.

rjrm

MSUB Faculty Curricular Proposal Levels

GROUND LEVEL — MSUB Campus Only Approval

LEVEL I — OCHE Notification

LEVEL I — OCHE Approval

LEVEL II — Request to Plan & BOR/OCHE Approval

Department Chair

Department Curriculum Committee

If Applicable

College Curriculum Committee

General Education Committee

If Applicable

Dean

Academic Senate

OCHE

Academic Senate

Or

Undergraduate Curriculum Committee

Graduate Curriculum Committee

Academic Senate

Provost

Process / Decision / Notification (FYI)

LEVEL 0 — Faculty Notification

LEVEL I — OCHE Notification

LEVEL I — OCHE Approval Necessary

LEVEL II — BOR/OCHE Approval Necessary

Faculty Notification

Faculty Notification and/or Follow-up and Review Process (See next page)

MSUB Faculty Curricular Proposal Levels

GROUND LEVEL: MSUB Campus Only Approval

a. Creation and editing of courses
b. Normal updates to programs and plans of study as they evolve over time
c. Changes in program modality
d. Changes to MSUB Gen Ed Core
e. Updating program learning outcomes

LEVEL I: OCHE Notification

1a. Placement of a postsecondary educational program into moratorium
1b. Withdrawing a postsecondary educational program from moratorium
2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less
3. Establishing a B.A.S./A.A./A.S. area of study
4. Offering an existing postsecondary educational program via distance or online delivery

LEVEL I: OCHE Approval

5. Re-titling an existing postsecondary educational program
6. Terminating an existing postsecondary educational program
7. Consolidating existing postsecondary educational programs
8. Establishing a new minor where there is a major or an option in a major
9. Revising a postsecondary educational program*
10. Establishing a temporary C.A.S. or A.A.S. degree program

If program revisions approach 20% of the program, discuss with MSUB Provost.

LEVEL II: Request-to-Plan & BOR/OCHE Approval

11. Establishing a new postsecondary educational program
12. Permanent authorization of a temporary C.A.S or A.A.S. degree program
13. Exceeding the 120-credit maximum for baccalaureate degrees
14. Forming, eliminating or consolidating an academic, administrative, or research unit
15. Re-titling an academic, administrative, or research unit