

## ACADEMIC SENATE MINUTES

**DATE:** September 16, 2004

<b>PRESENT:</b>	Alan Davis	Mark Hardt
	Lorrie Steerey	Sandie Rietz
	Paul Bauer	Mary Susan Fishbaugh
	Keith Edgerton	Randall Gloege
	Noreen Lee	Connie Landis
	Matt Redinger	
	Tasneem Khaleel (ex-officio)	Janie Park (ex-officio)
<b>ABSENT:</b>	Audrey ConnerRosberg – <i>excused</i>	Bruce Brumley – <i>excused</i>
	Carl Hanson (ex-officio)	Joe Michels (ex-officio)
	George White (ex-officio)	John Cech (ex-officio)
	Randy Rhine (ex-officio)	Terrie Iverson (ex-officio)
	Curt Kochner (ex-officio)	
<b>GUESTS:</b>	Mike Diede	Karen Everett
	Susan Gilbertz	

**PRESIDING:** Keith Edgerton, Chair

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Keith Edgerton called the meeting to order at 3:36 p.m. in the Chancellor's Conference Room.

The minutes of April 29 were accepted as presented, and the minutes of August 31 were accepted with corrections.

### I. Extra Compensation Wrap-Up

Dr. Park, Provost, noted that MSU-Billings limits extra compensation *from grants and contracts* to 25% of the faculty member's salary. This is done to be in-line with Bozeman, although their rule is 20%. This is not a Board of Regents policy.

## II. ELECTION OF OFFICER: Chair Elect

At the request of the Senate, Dr. Edgerton, Chair, stated that the election of the Chair Elect can be deferred for a year, if the Senate wishes him to continue as Chair. The Senate agreed.

## III. ITEMS HELD FROM 2003-2004

### A. ITEMS – FIRST READING

**Item 39 (03-04)** HHP 598 Research Project. Change course description.

Mike Diede noted that this is just a change to clarify the description of this course, at the request of the Graduate Committee. The Athletic Training program has a choice of two tracks: research project or thesis. This course description is being clarified to distinguish between the two tracks.

⇒ Motion by Matt Redinger, seconded by Connie Landis to **approve Item 39 (03-04)**.

⇒ Motion carried.

⇒ Motion by Matt Redinger, seconded by Mary Susan Fishbaugh to **waive a second reading of Item 39**.

⇒ Motion carried.

### B. ITEM – SECOND READING

*(Tabled by Lorrie Steerey April 29, 2004, until the fall semester.)*

**Item 28 (03-04)** Audit Policy – Proposal from the Academic Standards & Scholastic Standing Committee. Karen Everett, Director, Admissions and Records

Lorrie Steerey moved to take Item 28 off the table.

Karen Everett stated that this change is to clarify the audit policy in the catalog. Ms. Everett stated that she spoke with the Registrars of other campuses at the request of the Senate, and learned that both Bozeman and Missoula charge full tuition to anyone auditing a course, be they a registered student or a community member. MSU-Billings charges full tuition to students, but only \$5 per credit for community members.

The change to the policy would also make it the instructor's decision whether a person will be allowed to audit a course. However, there are still issues in lab/studio courses, such as lab fees and liability issues, that the instructor will have to take into consideration.

Ms. Everett also noted that there are only about 10 to 15 legitimate audits a semester, but there could be many more who are allowed by the instructor into the class. The number is just unknown. However, students who are not auditing get priority over those who are auditing a course.

It was cited that \$5 per credit seems too low. It costs more to swim in the pool for a semester than to audit a course. Ms. Everett noted that this is a Board of Regents fee, and so changing it would require presenting that change to the Board. She stated that she will discuss this change with the Administrative Vice Chancellor and come back to the Senate with her findings.

⇒ Motion by Matt Redinger, seconded by Randall Gloege to **approve Item 28 (03-04) on second reading.**

⇒ Motion carried.

#### IV. ITEMS FOR INFORMATION

**Item 1** REHA 504 Career and Lifestyle Development. Change rubric to REHA/SCOU.

It was noted that this change was accidentally missed last spring (for the graduate catalog), but it was not discovered until after the semester had ended. Since it was only a rubric change, Ms. Rabe Meduna asked that it be approved and put into the catalog. Dr. Edgerton agreed, so this change is already in the catalog and Banner. It is for the Senate's information only.

⇒ Motion by Lorrie Steerey, seconded by Noreen Lee to **accept Item 1 for information.**

⇒ Motion carried.

**Item 3** Committee Report 2003-2004: Graduate Committee. For information.

**Item 4** Committee Reports for 2002-2003 and 2003-2004: Academic Computing and Allied Technology Committee. For information.

**Item 5** Committee Report 2003-2004: Academic Standards and Scholastic Standing Committee. For information.

**Item 6** Committee Report 2003-2004: UCC. For information.

⇒ Motion by Lorrie Steerey, seconded by Connie Landis to **accept Items 3, 4, 5, and 6.**

⇒ Motion carried.

It was noted that the Academic Computing and Allied Technology Committee will be meeting this year.

It was noted that the UCC had raised several questions in their report. Tim Urbaniak, Chair of the UCC, should be invited to come and discuss the issues with the Senate.

## V. ITEM – FIRST READING

### **Item 2** Graduate Committee Bylaws. Modification of membership.

It was noted that the Graduate Committee reported that one member and one alternate from each college are not enough people for the Committee. They would like to expand their membership.

⇒ Motion by Lorrie Steerey, seconded by Mark Hardt to **approve Item 2.**

⇒ Motion carried.

⇒ Motion by Randall Gloege, seconded by Matt Redinger to **waive a second reading of Item 2.**

⇒ Motion carried.

It was noted that the flow chart for applying to a graduate program has a flaw in it. It says that the materials that an advisor needs to work out a plan of study must remain in the Graduate Studies Office. It was decided to invite Matt McMullen, Chair of the Graduate Committee, to discuss this issue.

## VI. DISCUSSION/ACTION ITEMS

### A. General Education/Academic Foundations

It was noted that the bylaw change will give Arts and Sciences and advantage. There will be five Arts and Sciences members, and only four total other members from other colleges. It was cited that the Chair does not vote. It was noted that if the Arts and Sciences members do end up voting all together to put down a issue, the involved faculty can always appeal their case to the Senate.

It was noted that there is not a formal process to follow when a course/program is not approved. It gets passed on all the way to the Senate, where action is usually taken. However, this process is not written down anywhere.

It was noted that the original timeline for implementation of Academic Foundations is the next catalog (2007-2009), not this catalog (2005-2007). The Committee moved the timeline up. It was cited that two months is not long enough to organize an entire program change. It was further noted that after Academic Foundations is finalized, it must be sent to all departments, so they can modify their programs to match the new Foundations program. It was stated that the faculty also need a step-by-step process for how to manage this program change.

It was noted that there are still many issues that need to be resolved with the Academic Foundations program, before it should be implemented.

It was stated that a deadline around the winter break or January 2005 will allow plenty of time for thoughtful work on new Academic Foundations courses. Then spring semester could be used to fully finish the Academic Foundations program and have it ready for next year, when it can then go into the catalog and departments can plan their changes in response to Academic Foundations.

Dr. Park noted that if Academic Foundations requires an upper-level writing course that has ENGL 150 as its prerequisite, that is a hidden prerequisite, and she and the Chancellor will not sign off on such a program.

Dr. Park also noted that Northwest wants some kind of assessment of our general education program for our next self-study, which will be in about a year and a half. It doesn't matter if we assess the current general education program or the proposed one, we just need some kind of assessment. It was noted that we could assess the current program and use those results to make changes. That would be a very insightful report to give Northwest.

Mark Hardt, Chair of the General Education Committee, noted that the Committee will be discussing assessment at their meeting next week.

⇒ Motion by Lorrie Steerey, seconded by Randall Gloege that **this timeline does not allow for thoughtful presentation. The Senate should look at a more extended deadline at the next meeting.**

⇒ Motion carried, 7 for, 3 against.

The Senate asked that the General Education Committee give a report at the next Senate meeting about new deadlines and assessment.

**Item 8** General Education Committee Bylaws. Modification of membership and committee name.

⇒ Motion by Mark Hardt, seconded by Noreen Lee to **approve Item 8 with a correction.**

⇒ Motion carried.

## B. RACE Committee Issues

Keith Edgerton noted that he will revise the application form to streamline it. We will be publishing a November 1 deadline, and the maximum amount for each proposal has been moved up to \$3,000, as per the Senate discussion at the retreat.

C. Other Issues

Dean Tasneem Khaleel noted that she has a student with an A.S. degree from the Salvation Army School. This degree has no math and few other areas that are included in our general education, yet it has to be accepted because of Academic Senate policy. It was noted that the Salvation Army School is an accredited institution. The Senate decided that they will discuss the policy in question at the next meeting.

The meeting adjourned at 4:57 p.m.

rjrm