

## ACADEMIC SENATE MINUTES

**DATE:** January 24, 2008

<b>PRESENT:</b>	Agnes Samples Rakesh Sah Bruce Brumley Lorrie Steerey Gershon Bulgatz Craig McKenzie James Ellis (student) Mary Susan Fishbaugh (ex-officio) George White (ex-officio)	Jeff Sanders Sandie Rietz Kay Streeter Johanna Mitchell Mark Hardt Steve Coffman Tasneem Khaleel (ex-officio) John Cech (ex-officio)
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<b>ABSENT:</b>	Alicia Esteves (student) Keith Edgerton* David Garloff (ex-officio) Karen Heikel (ex-officio)* Stacy Klippenstein (ex-officio)	Gary Young (ex-officio) Terrie Iverson (ex-officio)
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*\* excused*

<b>GUESTS:</b>	Craig Wilson Michael Barber Regina Cain Zach Abels	Brent Roberts Linda Wham Cindy Rossmith Barbara Wheeling
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**PRESIDING:** Lorrie Steerey, Chair

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

The minutes of November 29 were accepted as presented.

I. Donations due for Dr. Madden scholarship fund

If anyone has a donation, give it to Rita and we will get a scholarship set up at the Foundation.

II. ITEMS – FIRST READING

**Tabled at 12/7/07 Senate**

**Item 20** Modification of the 51% rule specified in the MSUB COT Catalog.

Lonnie Schrag, Team Leader of Nursing, Health & Safety Occupations, requested that this item be postponed to February 14.

**Approved by the Graduate Committee 12/5/07**

**Item 17** PSYC 527 Psychological Assessment of Clinical Disorders. New course.

**Item 17.a** PSYC 537 Psychotherapy Outcomes. New course.

**Item 17.b** PSYC 541 Graduate Statistics for Behavioral Sciences. New course.

**Item 17.c** PSYC 550 Childhood Psychopathology. New course.

**Item 17.d** PSYC 555 Psychology of Religion. New course.

**Item 17.e** PSYC 525 Psychological Assessment. Change title to Psychological Assessment of Cognitive Abilities and change course description.

⇒ Motion by Sandie Rietz, seconded by Steve Coffman to **approve Items 17, 17.a, 17.b, 17.c, 17.d, and 17.e on first reading.**

⇒ Motion by Gershon Bulgatz, seconded by Mark Hardt **to table Items 17, 17.a, 17.b, 17.c, 17.d, and 17.e until there is more communication between Dr. Bulgatz and his Department Chairperson.**

⇒ Motion carried.

**Item 26** REHA/SCOU 507 Ethical and Professional Issues for Counselors and Family Therapists. Change rubric to REHA only (split REHA and SCOU into two separate courses), change title to Ethics in Rehabilitation and Mental Health Counseling, and change course description.

⇒ Motion by Sandie Rietz, seconded by Bruce Brumley to **approve Item 26 on first reading.**

The question was raised whether there is adequate staffing to teach 507 as two separate courses. Kay Streeter, Chairperson of Special Education, Counseling, Reading & Early Childhood, noted that she has discussed this with the Department of Rehabilitation & Human Services and there will be adequate staffing.

⇒ Motion carried with 1 abstention.

⇒ Motion by Mark Hardt, seconded by Sandie Rietz to **waive second reading of Item 26.**

⇒ Motion carried with 1 abstention.

### III. ITEMS FOR INFORMATION

#### **Approved by the UCC 1/16/08**

**Item 16.a** BS Major in Political Science. New program. REVISED.

**Item 16.c** CRIM 292 Seminar. New course.

**Item 16.d** CRIM 492 Seminar. New course.

⇒ Motion by Mark Hardt, seconded by Bruce Brumley to **accept Items 16.a, 16.c, and 16.d.**

⇒ Motion carried.

#### **Approved by the UCC 12/12/07**

**Item 23.a** POLS 557 Public Budgeting & Finance . Change number to 457/557 and change course description.

**Item 23.b** POLS 560 Ethics and Public Policy. Change number to 460/560 and change course description.

⇒ Motion by Bruce Brumley, seconded by Mark Hardt to **accept Items 23.a and 23.b.**

Craig Wilson, Chairperson of Native American Studies, Political Science, and Sociology, noted that these changes are to make the courses congruent with Bozeman's. Also, this will allow exceptional undergraduate students to take the graduate courses.

⇒ Motion carried.

#### **Accepted for information by the UCC 12/12/07**

**Item 19** The Certificate of Applied Science in Practical Nursing, which was approved by the campus in Spring 2007 (see Item 64.a 06-07), has been changed to an Associate of Applied Science Degree by the Board of Regents and State Board of Nursing. This change was approved at the November, 2007 BOR meeting. Since this is beyond the control of MSU Billings, this is an information only item.

⇒ Motion by Sandie Rietz, seconded by Mark Hardt to **accept Item 19.**

⇒ Motion carried.

**Item 22** Emeritus Nomination of Dr. Thomas Zwick, Professor, Department of Biological & Physical Sciences, College of Arts and Sciences. For information.

⇒ Motion by Kay Streeter, seconded by Sandie Rietz to **accept Item 22.**

⇒ Motion carried.

**Item 24** New Program proposed to the BOR by the Department of Native American Studies, Political Science, and Sociology in January, 2008: Convert the current MPA offered jointly with MSU-Bozeman to a stand-alone program offered only by MSUB with a concentration in Native American Leadership/Administration. For information.

⇒ Motion by Gershon Bulgatz, seconded by Sandie Rietz to **accept Item 24**.

It was noted that this is something we should be doing—meeting the needs of our constituency.

Dr. Wilson noted that when we started the MPA program three and a half years ago, we suspected Bozeman would eventually want to pull out. As part of the joint program, Bozeman was to teach two courses per semester in Billings. Soon, the courses were being taught in Big Timber. Finally, they asked us to hire part-time faculty to teach Bozeman's two courses. The vast majority of enrollees in the program are women. The new Native American Leadership/Administration will be an excellent program. The Department is not asking for any new full- *or* part-time faculty.

Jeff Sanders noted that we now have Reno Charette, who came to us from the Governor's office, as well as Jim Rains who has a degree in organizational leadership.

⇒ Motion carried.

**Item 25** New Program proposed to the BOR by the Department of Rehabilitation and Human Services in January, 2008: AA in Rehabilitation & Human Services. This is a designated degree. For information.

⇒ Motion by Mark Hardt, seconded by Bruce Brumely to **accept Item 25**.

It was noted that we currently offer this program as a non-designated associate's degree. Provost George White noted that although we have offered this program for years, the Board of Regents requires some documentation.

⇒ Motion carried.

#### IV. DISCUSSION/ACTION ITEMS

##### A. Prototype Outcomes Assessment for Academic Foundations

Brent Roberts, Assistant Director of the Library and Assessment Guru, stated that about this time last year we began using eCollege to track our assessment data, using the framework already set up by the Academic Foundations Committee. Technical glitches, difficulty of use, and duplication of work for faculty resulted in lots of problems. There were also concerns about the use of one single vendor for our assessment reporting needs. Then during our mock accreditation visit last fall, the question was asked as to how detailed our assessment data should be. It was established that NWCCU does not need

individual student assessment scores. A percentage of the class who met the objective would be enough. The Information Technology folks have come up with an easy to use web form that collects the number of students who meet an objective. At a meeting during the winter break, Dr. Steerey suggested we add two columns for the method of assessment used (an exam, a project, etc.) and action to be taken based on the success or failure of the students to achieve the objective.

Michael Barber, Chief Information Officer, noted that this web form is based on a model from BYU-Hawaii, which was presented at a conference. This is just the first look, and IT would like faculty input as to what the form should contain and how it will look. They assume that faculty will not need to enter their assessment data until later in the semester, and reports will not need to be generated until after the semester ends, so we have some time to work on this.

Regina Cain, Systems Analyst, stated that faculty members will log into the secure site most likely with their regular user name and password. Then they will choose the class to enter the results, and next to each objective enter the number of students who met the objective and what kind of assignment it was. There is also a field called "findings" where they can enter a possible reason why the students did not succeed, such as not enough time in group work sessions. This will be chosen from a set list of findings so as to sort the data more effectively than a simple text box with no format. The list of findings must be developed with help from the faculty.

Lorrie Steerey and Mark Hardt agreed to sit on a committee of faculty to help develop this web form.

Dr. Barber noted that the data will be stored from year to year. Ms. Cain noted that administrative assistants will not be able to enter this data for faculty because a login with a password is required.

The question was raised as to whether two different kinds of assignments can be selected for one objective. It was cited that it's easier to just choose one assignment than try to use two assignments for one assessment objective. This assessment is not like grades—we don't have to have a score for every single assignment.

It was noted that in some classes faculty have their students repeat an assignment until they can get it right. At the end of the semester, there are no students who fail to meet the assessment objective. It was stated that if all the students pass, so be it. It doesn't matter if it takes the student two tries or ten, the student still met the objective.

Dr. Barber noted that this web form will be available for the Fall 2007 semester. It was noted that many faculty may have the data saved, but never got it reported. The issue comes from part-time faculty who may have taught last Fall but are not here this Spring. There is simply no way to get that data. It was noted that we will ask part-time faculty to enter all this data on top of everything else they do.

It was noted that there is no way to require faculty to enter the assessment data. Perhaps forming the “Academic Foundations faculty” would help this problem. As a condition of being an Academic Foundations faculty member, they would be required to input their assessment data along with their final grades. It was cited that this does not take care of the part-time problem.

It was noted that it has generally been agreed that an objective will be considered “met” if the student gets a C or better, no matter how each faculty defines a C.

Linda Wham, Institutional Research Analyst, noted that there will be a cut-off for entering the assessment data, so the database is not open all the time.

## **B. Cabinet and Provost Council Meeting Reports**

Dr. Steerey stated that she is also attending the Chancellor’s Budget Committee meetings. She also noted that this week’s Provost Council was cancelled and then moved to 12:00 p.m. without her knowledge. This was the Provost Council meeting wherein budget cuts were decided, and there was little or no faculty input on those decisions. Dean Mary Susan Fishbaugh noted that budget recommendations from the COE were made through consultation with the COE department chairs, unit directors and accreditation coordinator. This group makes up the college’s Leadership Council.

The Chancellor has reassured Dr. Steerey that nothing is set in stone yet and faculty will be consulted before final decisions are made.

## **C. Academic Senate Review of Annual Program Reviews**

It was noted that perhaps the easiest way to get the Program Reviews read is to do it during a Senate meeting. It was agreed that the Senate will read the Program Reviews at the February 28 meeting.

## **D. Senate Meeting Dates**

Dr. Steerey noted that she, Mark Hardt, Bruce Brumley, and Craig McKenzie will be in Seattle at the NWCCU workshop February 7. The February 7 Senate meeting will be cancelled.

Also, next week Eakle Barfield, Director of Facilities Services, will be meeting with the Senate to answer any questions about the McMullen Renovation.

## **E. UCC and IRB**

Dr. Steerey noted that she has been approached by members of the Institutional Review Board because none of the faculty on that committee are tenured. They are concerned about repercussions regarding their decisions. Provost White noted that to be chair of the IRB, you must go through some federal training (online) and be aware of the many laws,

which are always changing, regarding research and human subjects. Mark Hardt agreed to serve on the committee.

Sandie Rietz, Chairperson of the Committee on Committees, stated that she would sit down and take a look at the composition of the UCC. If possible, she will consider attending their meetings.

Johanna Mitchell noted that she is no longer able to attend the ASMUSB meetings which are after Academic Senate meetings on Thursdays. Agnes Samples agreed to take her place.

The meeting adjourned at 4:43 p.m.

rjrm