

ACADEMIC SENATE MINUTES

DATE: October 25, 2012

PRESENT:	Scott Murray	Stephen Eliason
	Rakesh Sah	Sandie Rietz
	Barb Pedula	Craig McKenzie
	David Gurchiek	Debra Johnson
	Doug Brown	Mark Hardt
	Bruce Brumley	Patricia Vettel-Becker
	Isaiah Garrison (student)	Navin Marimuthu (student)
	Tasneem Khaleel (ex-officio)	Mike Campbell (ex-officio)
	Mary Susan Fishbaugh (ex-officio)	Marsha Riley (ex-officio)
	Mark Pagano (ex-officio)	Matt Redinger (ex-officio)
	Terrie Iverson (ex-officio)	

ABSENT:	Susan Gilbertz*	Diane Duin (ex-officio)
	Stacy Klippenstein (ex-officio)	
	* <i>excused</i>	

GUESTS:	Michael Barber	Ken Miller
	Chad Schreier	

PRESIDING: Bruce Brumley, Chair

Bruce Brumley called the meeting to order at 3:42 p.m. in the Chancellor's Conference Room.

The minutes of October 11 were accepted as presented.

I. Welcome Debra Johnson, new At-large Senator.

II. ELECTION OF THIRD VICE CHAIR

It was noted that when Don Larsen returns in Spring, he does want to continue as Vice Chair.

⇒ Motion by Patricia Vettel-Becker, seconded by Scott Murray that **Rakesh Sah serve as Vice Chair for the rest of the Fall 2012 semester.**

Dr. Sah agreed to serve.

⇒ Motion carried.

III. ITEM FOR INFORMATION

Item 9 EDU 354 Secondary Junior Field. Change course description.

⇒ Motion by Sandie Rietz, seconded by Mark Hardt to **accept Item 9 for information.**

⇒ Motion carried.

IV. PROVOST REPORT

Dr. Pagano noted that the CARE Grants are still pending as the deadline has not yet been reached. The Professional Development funds have been distributed. The Equipment Fee Requests call for proposals will be going out soon.

The COB Dean Search Committee plans to recommend the candidates for in-person interviews today, with the interviews being the week of November 5.

The group formed to work out what to do with instructors in the Academic Support Center will meet on Monday.

Thank you to the Senator who attended the last Provost Forum.

Dr. Pagano noted there has been no progress on the copyright issues with online courses or the Ed.D. proposal. Dean Mary Susan Fishbaugh, noted that the COE and CAHP are working with COB marketing students to do a market research survey on interest in the Ed.D. and other graduate programs on campus.

Regarding the strategic plan, Provost Pagano noted that he learned the Board of Regents does not approve our strategic plan, but they do approve our mission statement and core themes. The strategic plan is approved by President Cruzado.

V. COMMITTEE REPORTS

Mr. Brumley stated that at Cabinet it was reported there is interest among Board of Regents in moving to a trimester system so students could finish a degree in three years instead of four. Faculty could be on a twelve-month contract or a three semester contract that includes summer. No decisions have been made.

VI. DISCUSSION/ACTION ITEMS

A. Academic Computing & Allied Technology Committee Bylaws Discussion

Guest: Michael Barber, CIO

Dr. Barber noted that the current mission of the ACAT Committee is “To recommend policies for utilization of computing facilities by all academic users.” He would like to know if eLearning could be added to the mission of the Committee, as there is a great deal of interest in that topic, especially from the faculty.

It was noted that MSU Billings has no training program for teachers of online courses. Although the Senate cannot require training, as that is a union issue, the discussion of what kind of training can begin with the ACAT Committee.

It was agreed that Chairman Brumley will charge the committee to hold a meeting and visit with Dr. Barber about the Committee’s purpose.

B. Presentation on Campus Bookstore

Guest: Chad Schreier, Director, Jackets & Co.

Mr. Schreier stated that they are changing the store to a “Campus Store” because they sell a lot more than books. However, a primary focus for them in the coming year is reducing book costs for students. They offer discounts to students for ordering their books early, offer rentals of books (90% of the books offered in the store are now rentable), and even plan to use dynamic pricing where Jacket’s prices will be listed next to the top four prices on the internet.

Faculty are asked to get text adoptions in early so students can know the cost of their books up front, and the store can save on shipping costs. They can work with faculty if a new edition of a text comes out, perhaps using the older edition for a semester or year longer. The store can also custom publish articles in books, and they will handle the copyright issues.

If you have feedback about the store—good or bad—please let Mr. Schreier know!

C. Impacts of Reducing Gen Ed to 30 or 31 Credits

The feedback from faculty on reducing Gen Ed credits is usually either, “We can add more restricted electives to our program,” or “The students can’t read or write now; how would reducing Gen Ed help?” Many faculty feel threatened.

Mr. Brumley stated he would charge the General Education Committee with finding a workable framework of how we can get to 30 or 31 credits for Gen Ed, and if that is even feasible.

D. Internal Control for Distance Education Programs: Draft Resolution

The draft resolution is attached to these minutes.

Doug Brown noted that this resolution basically says we need some form of proctoring for online exams. There are businesses out there that offer proctoring services, but they are \$25 to \$30 per student, per exam. Some universities charge the student for this proctoring fee.

Dr. Barber noted that I.T. and eLearning have made a request for budget to develop a proctoring center. We have the budget now, but we need the space, so a request is currently in to the Space Utilization Committee. *If* we can find space, we could be proctoring exams beginning Fall 2013.

It was noted that even with proctoring, students will find ways to cheat. Online discussions can be done by another student. Papers can be written by someone else. Dr. Barber reminded everyone that all faculty have the TurnItIn software available to them.

E. High Cost of Summer (Onsite) Courses

It was noted that the Executive Budget Committee is currently discussing offering lower-cost summer courses.

F. Possible Loss of Faculty Locker Room in P.E. Building

The letter from the Chancellor is still in process. It was noted that this issue is in regards to the *men's* faculty locker room. Female faculty have been sharing the student locker room for years. This should be resolved before someone files a discrimination suit!

REMINDER

Senators meeting with President Cruzado, Provost Potvin, and Commissioner Christian Thursday, November 1 at 3:40 p.m. in McMullen 305.

The meeting adjourned at 4:58 p.m.

rjrm

Jackets & Co Update

- Course Materials Changes
 - Used Books
 - Rentals
 - Cut Prices 6% across the board
 - Returns policy
- Jackets VIP program
 - Save 5%
 - First choice on used and rentals
 - Additional discounts in the store
 - Books boxed for students
- Dynamic pricing model for future
 - Lowers cost overall, improves purchasing power
- Sales forecasting
- How Professors can help lower costs
 - Adoptions and Buyback
 - Access cards
 - Custom texts
 - Edition changes
- The Store is a resource for the faculty
- Faculty Open House
- New adoption policies
 - New form via email
 - Emails from faculty
 - By “word of mouth”
- We want your feedback
 - Grow our partnership
 - Enhance student experience

**INTERNAL CONTROL FOR
CITY COLLEGE AND MSU-B
DISTANCE EDUCATION PROGRAMS
DRAFT
10/2/12**

Currently MSU-Billing's distance education programs are not in compliance with the College Opportunity and Affordability Act (COAA).

Congress has been particularly concerned about the detrimental effects of graduates entering the workforce without actually completing their own work. In 2008, they passed the COAA part, of which, is targeted towards ensuring academic honesty. According to the COAA, an approved accreditor now *"requires* an institution that offers distance education to have processes through which the institution establishes that the student who registers in a distance education course or program is the same student who participates in and completes the program and receives academic credit."

Although MSU-Billings charges "on-line" students an additional \$40.00 per credit fee (\$120.00 for a three credit course), in most cases, these monies have not been spent on internal control measures to ensure compliance with the COAA. Although City College has established a testing center with proctors for on-line students to take exams, this service is generally for general education classes. For other classes, City College faculty have the option to have proctored exams for students at the testing center or to "opt-out" of this service. MSU-Billings, has no such testing center for any of its online classes and internal control is left up to individual faculty to implement on their own.

About thirty-six percent (36%) of all MSU-B academic year full time equivalent (FTE) credit is now represented by distance education programs, with summer "online" FTE enrollment approaching fifty-six percent (56%).

Academic Senate encourages the Administration to implement sufficient, consistent, and cost-beneficial internal controls for its distance education classes and programs for both City College and the Main Campus. The challenge MSU-B faces is verifying "online" students are "who they say they are", that they have "academic integrity", and are "doing their own work." Besides proctored test sites, other remote site technologies such as *Secureexam Remote Proctor* and *Kryterion's Webassessor* are now available when it is not economically or logistically feasible to have individualized proctored exams. Exams could also be proctored on a random sample basis which could reduce cost.

If MSU-B continues to offer its distance education programs without meeting COAA criteria, accreditation of its programs may be jeopardized. At the very least, with such high “online” enrollments, there is exposure when accreditation teams visit MSU-B performing their reviews. With MSU-Bozeman and The University of Montana now offering distance education programs, implementing cost-effective internal controls now at MSU-B will keep our distance education programs competitive or even at a competitive advantage when compared to other distance education programs.

A task force comprised of the Provost, MSU-B and City College faculty, Information Technology personnel, College Online Coordinators, Deans, and other individuals with particular expertise in this area (consultants) should address this issue during the 2012-2013 academic year.