

## ACADEMIC SENATE MINUTES

**DATE:** May 12, 2016

**PRESENT:** A.J. Otjen  
Francisco Saldivar  
James Barron  
Vern Gagnon  
Paul Pope  
Greg Dicharry (student)  
Barbara Wheeling (ex-officio)  
Matt Redinger (ex-officio)

Cindy Dell  
Susan Gilbertz  
Andrew Sullivan  
Kelly Shumway  
Sarah Keller  
Christine Shearer (ex-officio)  
Robert Hoar (ex-officio)

**ABSENT:** Tom Dell\*  
Diane Duin (ex-officio)\*  
Clifford Coppersmith (ex-officio)  
Joe Oravec (ex-officio)

Stephen Coffman\*  
Mary Susan Fishbaugh (ex-officio)\*  
Terrie Iverson (ex-officio)

\* *excused*

**GUESTS:** Joann Stryker  
Brett Weisz  
Mark Nook  
Joy Honea

Susan Balter-Reitz  
Heather Thompson  
Kevin Nemeth

**PRESIDING:** Susan Gilbertz, Chair

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Susan Gilbertz called the meeting to order at 3:39 p.m. in the Chancellor's Conference Room.

The minutes of April 28 were accepted as presented.

### I. CHANCELLOR REPORT

Dr. Nook reported that the FY17 budget has been locked down, and it includes our performance based funding. The MSUB Foundation announced that Bill Kennedy, currently Yellowstone County Commissioner, will be the new President and CEO. Dr. Nook thanked the Senate for all their good work this year.

## II. PROVOST REPORT

Provost Hoar also thanked the Senate for their dedicated work this year.

## III. OTHER REPORTS

### **Results of General Faculty Vote on Bylaws Changes**

Voting was conducted by email, and we had a 23% response rate. All three of the bylaw changes passed.

### **I.T. Report: Michael Barber, Chief Information Officer**

Dr. Barber was unable to attend the meeting, so Brett Weisz, Associate Chief Information Officer; Joann Stryker, Director of Institutional Research; and Sue Balter-Reitz, Director of eLearning, attended in his place.

Mr. Weisz reported that I.T. rolled out three new things for the campus: WebEx, Box, and Office 365. The Academic Support Center is using WebEx to tutor students across the state. Box can be used to store and share information, including sharing with the public. They are working on getting departmental data into Box. The migration of faculty and staff to Office 365 is 95% complete, and in the fall I.T. will be offering it to students as well. Mr. Weisz also noted that they are working on a secondary internet connection, which will double bandwidth and also provide a backup, should our connection go down. They are also working to improve the connection with MSU-Bozeman, which will provide access to some of Bozeman's specialized technology. A contract with the state is in process for a back-up connection with City College. Wifi on campus is being improved. There is now a second TEAL classroom in the College of Business. Chancellor Nook noted that 50% of the new TEAL room was funded with a private donation.

Ms. Stryker stated they have rolled out Qualtrics, which is a survey tool that functions like a web form. They will be developing guidelines so that any campus use will fall within current campus rules regarding surveys. They hope to use it as an early alert system, with input from a committee. The website has been moved into the new Content Management System (CMS), and it has been agreed that faculty webpages will be moved into the CMS, if faculty want their pages to be up. They will remove those faculty who do not want a page. They are looking into Activity Insight, which is a software Bozeman currently has, used to track and store faculty activity, the kind of things in a CV. This would be used for the promotion and tenure process. There will be faculty input before it is rolled out. Regarding the student evaluations, nothing will change for the 2016-17 year, but Bozeman hosts our evaluation software, and if they change what they use, we will need to talk about changing as well. I.T. is working on rolling out a data request form, and also a place for access to all our institutional reports.

Dr. Balter-Reitz noted that her offices have moved to the COE third floor, and they now have a lab for faculty. They began a seminar series for faculty this spring, and have received good feedback for another round next year. The D2L contract for online courses will expire in June 2017. We will be part of a MSU-wide RFP for the new contract. They will be doing a faculty survey in August about general preferences for an eLearning platform. If faculty are interesting in testing out Canvas, we do have a copy of that now since they are heavily marketing to MSUB. The whole state is trying to decide if all units of the University System should use the same platform; currently the UM and MSU sides use different ones. If, after the RFP process is complete and we switch away from D2L, all archived courses will be lost. However, faculty can download their courses from D2L right now, at any time, and that's a good idea anyway.

#### IV. ITEM FOR INFORMATION

**Item 68** AAS in Administrative Assistant. Withdrawing program from moratorium. For information only.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **accept Item 68 for information.**

It was noted that this program will be rewritten and renamed, but the renaming part will happen later.

⇒ Motion carried.

#### V. ITEMS – FIRST READING

**Item 61** BGEN 299 Capstone: Brewing & Fermentation. New course.

**Item 61.a** PPT 140 Brewing Process Technology. New course.

**Item 64** CHMY 170 Applied Brewing Chemistry. New course.

**Item 64.a** BIOM 208 Applied Brewing Microbiology. New course.

**Item 67** BMGT 102 Business Basics for Brewing and Distillery. New course.

**Item 67.a** Certificate of Technical Studies in Craft Brewing and Fermentation. New program.

⇒ Motion by Sarah Keller, seconded by Cindy Dell to **approve Items 61, 61.a, 64, 64.a, 67, and 67.a on first reading.**

This program will be housed within City College, but it is an interdisciplinary program with faculty from chemistry, biology, process plant, and business. The Certificate is designed for people to go into professional work in a brewery, winery, or distillery. Kevin Nemeth, Director of Extended Campus, noted that this program will be run out of Extended Campus. So, faculty will not be teaching these courses as overload, but rather as extra work for extra pay.

It was noted that the BOR policy states a Certificate of Technical Studies must be a minimum of 16 credits, and this program only has 15 credits.

⇒ Motion was withdrawn.

⇒ Motion by Sarah Keller, seconded by Vern Gagnon to **approve Items 61, 61.a, 64, 64.a, 67, and 67.a on first reading, with second reading held electronically if the proposal is revised to clarify: (1) where the additional 16th credit will be included, (2) whether there are built-in labs in CHMY 170 and BIOM 208, and (3) the course rotation or plan of study.**

⇒ Motion carried.

**Item 63** CJUS & SOCI courses. Change prerequisite (SOC1 101 or 201).

**Item 63.a** CJUS & SOCI courses. Add corequisite (WRIT 201 or 221).

**Item 63.b** CJUS 228 Race, Class, Gender and Crime. Change title to Diversity in Criminal Justice, change prerequisite, and change course description.

**Item 63.c** SOCI 319 Statistics for Sociologists. Change prerequisite.

**Item 63.d** CJUS 450 Computer Crime. Delete course.

**Item 63.e** SOCI 345 Sociology of Organizations. Delete course.

**Item 63.f** CJUS 437 Prisoner Reentry. New course.

**Item 63.g** CJUS 440 Gender, Crime and Justice. New course.

**Item 63.h** SOCI 356 Sociology of Violence. New course.

**Item 63.i** SOCI 362 Sociology of Law Enforcement. New course.

**Item 63.j** SOCI 415 Sociology of Hunting & Poaching. New course.

**Item 63.k** BS Major in Criminal Justice. Modification to an existing program.

**Item 63.L** BA Major in Sociology. Modification to an existing program.

**Item 63.m** BS Major in Sociology. Modification to an existing program.

**Item 63.n** Minor in Sociology. Modification to an existing program.

**Item 63.o** Minor in Women's Studies. Modification to an existing program.

**Item 63.p** Minor in Criminal Justice. Modification to an existing program.

⇒ Motion by Paul Pope, seconded by Francisco Saldivar to **approve Items 63 through 63.p on first reading.**

Joy Honea, Chair of Social Sciences and Cultural Studies, noted that they decided to revise the Criminal Justice program and as a result, initiated all these changes. They have experienced a number of bottlenecks in courses, due to the high number of required CRIM and SOCI courses in the Criminal Justice program. They are reducing the number of required courses and strategically building a list of restricted electives that will not all be offered every year, but one course from each category will be offered to enable students to complete the program. More courses will be options in the program, but fewer options will be offered every year. Because of that strategy, all the prerequisites for the upper division courses also had to be changed.

Dr. Honea noted the teaching minor is not affected and there are no students in that program anyway.

Some questions were raised as to how this program would be staffed. It was noted that over time, the department will likely have to slowly raise each course's enrollment cap. They hope to gather some data over the next couple years and see where the students are going, and modify the program accordingly. Provost Hoar noted that, if these proposals make it to his desk for approval, he will be approving the curriculum and not necessarily the staffing plans attached, because there are multiple different plans attached.

Dr. Honea noted that these curriculum changes do not fix the problem entirely, but they will help the department run better than it is now.

⇒ Motion carried.

⇒ Motion by Kelly Shumway, seconded by Jim Barron to **waive second reading of Items 63 through 63.p.**

⇒ Motion carried.

**Item 71** BGEN 110 Applied Business Leadership. New course.

**Item 71.a** BGEN 220 Business Ethics and Social Responsibility. New course

**Item 71.b** BGEN 280 Business Planning. New course.

**Item 71.c** BMGT 210 Small Business Entrepreneurship. New course.

**Item 71.d** BMGT 222 Principles of Project Management. New course. (course only offered online)

**Item 71.e** BMGT 230 Business Logistics. New course.

**Item 71.f** BMGT 237 Human Relations in Business. New course.

**Item 71.g** BMGT 245 Customer Service Management. New course.

**Item 71.h** BMKT 112 Applied Sales. New course.

**Item 71.i** AAS in Administrative Assistant. Modification to an existing program, including degree title change to General Business.

⇒ Motion by Andy Sullivan, seconded by Paul Pope to **approve Items 71 through 71.i on first reading.**

The business community has been asking for an AAS which would have more content than an AS plan of study in business. This AAS program, which will be renamed General Business, will be a terminal degree not intended for transfer to the COB.

⇒ Motion carried.

It was noted that the TASK courses from the former AAS in Administrative Assistant will be deleted, but that paperwork did not make it through the process this year.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **waive second reading of Items 71 through 71.i.**

⇒ Motion carried.

## VI. DISCUSSION/ACTION ITEMS

### **A. Summer 2016: Senate Retreat Date Wednesday, August 31**

The Retreat will be scheduled, and the Chancellor and Provost are invited for lunch.

### **B. Summer 2016: Summer Executive Committee Meetings**

The Executive Committee will meet a couple times this summer.

The meeting adjourned at 5:00 p.m.

rjrm