

ACADEMIC SENATE MINUTES

DATE: September 22, 2016

PRESENT: Tom Dell
A.J. Otjen
Francisco Saldivar
Andrew Sullivan
Paul Pope
Stephen Coffman
Christine Shearer (ex-officio)
Mary Susan Fishbaugh (ex-officio)
Matt Redinger (ex-officio)

James Barron
Cindy Dell
Susan Gilbertz
Vern Gagnon
Joy Honea
Diane Duin (ex-officio)
Barbara Wheeling (ex-officio)
Clifford Coppersmith (ex-officio)
Joe Oravec (ex-officio)

ABSENT: Kelly Shumway*
Robert Hoar (ex-officio)*
** excused*

Greg Dicharry (student)*
Terrie Iverson (ex-officio)

GUESTS: Cheri Johannes
Mark Nook

Sharon Hobbs
Keith Edgerton

PRESIDING: Susan Gilbertz, Chair

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

The minutes of September 8 were accepted as presented.

I. CHANCELLOR REPORT

Dr. Nook noted that the RN to BSN program was approved by the Regents at the BOR meeting last week. There was a great show of support from the community. Fifteen to 20 minutes had been allocated for community members, and it went to more than 30 minutes because the Regents asked many questions. Afterward, the Regents said they need all of the communities associated with the University System to do this.

Regarding enrollment, Chancellor Nook noted that the 15th day is this Tuesday, September 27. As compared to Fall 2015, we are down about 200 FTE, which we did plan for as a contingency. All units of the University System are funded based on resident FTE only, but University Connections high school students do count in our FTE.

Dr. Gilbertz noted that she requested the Chancellor form some workgroups for the policy audit. Dr. Nook noted that the work will be complex, and will need to include both faculty and student affairs staff. Vice Chancellor Joe Oravec noted that, for both the add/drop policies and academic misconduct policies, which we do not have, research into best practices will be a first step. We will need data to support our decisions. Tracking academic misconduct across the departments of the University will be an intricate discussion, including where that information should be stored and how it will be posted about a student. It was noted that student misconduct issues also need to be communicated to the departments. Recently, a student had been involved in an incident in the dorms, but came to his major's department and asked if he could finish out the semester. The student had actually been expelled, but the department did not know that.

On October 6, we will announce to the campus and the media our enrollment and budget situation. Dr. Gilbertz noted that Senate is scheduled for that day.

⇒ Motion by Steve Coffman, seconded by Joy Honea to **move the October 6 Senate meeting at City College to October 13.**

⇒ Motion carried.

II. OTHER REPORTS

The food pantry for students is now open. With their ID card, students can make use of it three times per semester. They are accepting donations, and that includes personal products in addition to food. Donations of money are also accepted, and can be done through the Foundation so they are tax deductible.

The Gardner data is not yet out. It's about 150 pages of raw data. It will be made available very soon. The Gardner group is composed of two faculty including Dr. Gilbertz, I.T. staff, the Registrar, and Vice Provost Redinger. If anyone is interested in this committee, let Dr. Redinger know. Chancellor Nook will bring a few key points to the Senate in October, so the campus can get working on them as soon as possible.

The Gen Ed Committee, co-chaired by Jim Barron and Melinda Tilton, has made a recommendation to the Senate to make the ETS test required for all students. Dr. Barron also wants to require the test of students this semester, and would be willing to proctor several Saturday test times. This will be an agenda item at the next meeting.

III. ITEM – FIRST READING

Item 58 New Course Form. Changes to page two questions by the Undergraduate Curriculum Committee.

Guest: Sharon Hobbs, Chair, UCC

Dr. Hobbs stated that last year, the UCC had a lot of new courses come through, and they noticed a pattern of things missing from the form. The questions were being answered in a way that did not give helpful information. The Committee decided to do better, and have revised the questions on the second page of the form to get at additional information on impacts to programs, staffing, and removal of the “what will students learn” question. It was noted that the question may be worded wrong, but we should require learning outcomes on the form. Vice Provost Redinger noted that this question on the New Course Form is often the only place he can find the outcomes so he can add them to the Common Course Numbering database. It was noted that these forms are stored forever in the Senate office, and thus are a permanent record of outcomes.

It was agreed that the Senate will return the form to the UCC so it may be **revised to include a question about learning outcomes.**

IV. DISCUSSION/ACTION ITEMS

A. Procedure for Setting Course Enrollment Caps

Guest: Keith Edgerton, Chair, History

Dr. Edgerton distributed a comparison of student/faculty ratios for the University System. He noted that the History Department has high ratios, but particularly in Gen Ed courses, where there is a lot of writing. In Gen Ed History courses, the ratio is 47 to 1, while the rest of the History courses have a 27 to 1 ratio. Under the CBA, course caps are the responsibility of the department chair to work in conjunction with the dean. The History Department wants to lower the caps on all their courses to 35. Dr. Edgerton spoke with Dean Shearer, who said that course caps should flow through the curricular process. Do we want to take this decision away from the administration and make it an entirely faculty decision? It was noted that, obviously, these decisions have budget implications and that is not really the Senate’s purview. The Senate can agree that lowering course caps is a good idea, but we only recommend.

Dean Shearer noted that course caps are based on best practice for disciplines, not by college. She needs criteria for what makes a writing intensive course. She also needs the best arguments possible to take to the Provost to ask for more funding for more sections. It was cited that if the Senate becomes involved in these decisions, the timetable could be seriously delayed, resulting in courses not being offered. It would add truly unnecessary bureaucracy to the decision.

It was suggested that the chair and dean need to work collaboratively to align with best practices but within the budget constraints. However, the recourse when agreement is unattainable is the Provost. Should the Senate be the recourse when these situations arise?

It was noted that smaller classes mean more individual student attention and that means higher retention. John Gardner said that lack of money is not an excuse.

This topic will be added to the next agenda for further discussion.

The meeting adjourned at 5:00 p.m.

rjrm

From: [Gilbertz, Susan](#)
To: [Nook, Mark](#)
Cc: [RabeMeduna, Rita](#); [Hoar, Robert](#); [Nelson, Constance](#); [Oravec, Joe](#)
Subject: Policy Audit Request from Senate
Date: Thursday, September 15, 2016 4:37:29 PM

Dear Chancellor Nook:

In keeping with notions that came forward during the John Gardner events, and based on lingering issues that find their way to our agendas, the Academic Senate requests that a policy audit be undertaken with a directed first-step to include an examination of our Add/Drop policies. While the Senate believes faculty have important inputs to an audit of this sort, the Senate also understands that folks from admissions, financial aid and advising will need to be included in this activity.

Please bring to our next Senate meeting your suggestion for moving forward with an audit. We would like to discuss how it would happen.

Sincerely,
Susan Gilbertz, Chair
Academic Senate

PS: Rita, please forward this to all of our Senators.

From: [Gilbertz, Susan](#)
To: [Nook, Mark](#)
Cc: [RabeMeduna, Rita](#); [Hoar, Robert](#); [Nelson, Constance](#); [Oravec, Joe](#)
Subject: Student Conduct Policy and Misconduct Reviews
Date: Thursday, September 15, 2016 4:59:40 PM

Chancellor Nook:

At the last Academic Senate meeting we briefly discussed the lack of mechanisms or processes for recognizing and addressing repeated academic misconduct, especially in terms of cheating in more than one course. This morning I had an opportunity to visit with Vice Chancellor Oravec about this issue, and we both agreed that several constituencies and options need to be considered.

The Senate would be interested to know how we might best proceed as a campus to bring forward a student code of conduct, complete with directives for collecting and review authority. It seems Vice Chancellor Oravec will need to work closely with student leaders, faculty and administration to make this happen. We request that Dr. Oravec begin to pull this together and that he would clarify at the next Senate meeting how to move this forward on our campus.

Sincerely,
Susan Gilbertz, Chair
Academic Senate

Rita: Please forward this note to all of our Senators.

**Montana University System
MUS Operating Budget Metrics
Current Unrestricted Expenditures
source: BUD 200/230, CHE 113, & Official Enrollment Report**

OCHE Budget Metric - Student FTE to Contract Faculty Ratio	FY11	FY12	FY13	FY14	FY15	FY16	<i>Budgeted FY17</i>
MUS Total -- Ed Units Only	19.5	18.8	19	18.9	18.1	17.9	17.1
MSU Bozeman	17.1	17	19.5	20.1	19.8	19.6	18.4
MSU Billings	23.3	21.5	20.2	19.5	18.1	18.3	18
MUS Northern	15.2	15	14.2	13.6	14.3	14.8	13.9
Great Falls College MSU	20.9	20.4	16.4	25.6	13.6	13.4	12.7
UM Missoula	21	20.3	19.3	18.5	18	17.2	16.5
MT Tech	18.1	17	15.8	16	15.7	15.9	15.1
UM Western	18.2	17.2	17.8	17.9	17.5	17	17.4
Helena College UM	29.8	28.4	26.5	19.2	19.7	20.7	20.9
Community College Total	18.8	17.5	15.8	14.6	14.1	13.2	13.5
Dawson CC	18.1	17.6	13.6	12.6	13.7	10.3	13.2
Flathead Valley CC	21.8	19.8	18.7	16.5	15.4	14.8	14.6
Miles CC	11.6	11.6	9.8	10.4	10.5	10.6	10.6

Definition: The number of student FTE for every one contract faculty FTE. Contract faculty FTE includes full and part-time faculty.

FY = Summer, Fall, and Spring

FY17 = Summer 2016, Fall 2016, and Spring 2017