

ACADEMIC SENATE MINUTES

DATE: February 15, 2018

PRESENT:	Suzette Nynas	Jim Barron
	Scott Butterfield	Cindy Dell
	Kelly McCoy	Susan Gilbertz
	Joy Honea	Vern Gagnon
	Paul Pope	Rachael Waller
	Katelyn Focht (student)	Diane Duin (ex-officio)
	Mary Susan Fishbaugh (ex-officio)	Robert Hoar (ex-officio)
	Matt Redinger (ex-officio)	Trudy Collins (ex-officio)

ABSENT:	Heather Thompson-Bahm*	Kelly Shumway
	Sarah Keller*	Christine Shearer (ex-officio)
	Cliff Coppersmith (ex-officio)	Joe Oravec (ex-officio)
	* <i>excused</i>	

GUESTS:	Cheri Johannes	Anna Talafuse
	Ron Larsen	Darlene Hert
	Kathy Kotecki	Tom Nurmi

PRESIDING: Susan Gilbertz, Chair

Susan Gilbertz called the meeting to order at 3:41 p.m. in the Chancellor's Conference Room.

I. ANNOUNCEMENTS

There has been a request for a non-faculty person to be allowed to apply for a CARE grant. Should the Senate decide this question of eligibility, or should the CARE Committee? It was agreed the Senate should make this decision. The request will be added to the next agenda.

The Chancellor search will have four candidates on campus next week. The Senate has been designated a time slot at 3:00 p.m. each day for each candidate (in McM 305).

Please make every effort to be there. There is also an open forum for each candidate at 4:30 p.m. in Library 148.

II. ACCEPTANCE OF MINUTES

The minutes of February 1 were accepted as presented.

III. CHANCELLOR REPORT

Dr. Larsen noted that the survey for each Chancellor candidate closes very quickly: 12:00 noon the following day, except for the Friday candidate which will stay open until Monday noon. Please make time to fill each out as soon as possible.

The Chancellor also noted that City College students recently refurbished a fire truck and donated it to the Park City Fire Department. It was a great event.

This evening is Pink Night for the men's and women's basketball games. Free pink t-shirts and bone marrow screenings.

A great deal of action has happened this week with the Coal Board donation to the Science Building fund. They had initially awarded MSUB \$500,000. After that decision was made by the Board, their staff found that Coal Board rules say MSUB is eligible to apply, but cannot receive an award. Instead, a state agency like MSUB must partner with local government. In this case, we are working with Big Sky Economic Development. In a very short turn-around of only three days, the BSED board approved the partnership and the Coal Board application was resubmitted. There was no movement by the Coal Board since they could not reach agreement to either rescind the award or re-award to BSED. The Coal Board has put off the decision until their next meeting, March 22.

IV. PROVOST REPORT

Dr. Hoar noted that this Saturday is faculty and staff appreciation night at the men's and women's basketball games. Admission is free for faculty and staff, and there will be frozen yogurt.

Provost Hoar stated that the University Budget Committee (UBC) met earlier this week to discuss, among other things, that headcount is up for Spring. It had a positive impact on tuition, and this is the highest Spring headcount we've had in several years. We are getting real traction with our retention efforts.

V. OTHER REPORTS

University Name Change as a Possible Marketing Class Project

Guest Anna Talafuse, College of Business

Ms. Talafuse stated that her marketing research class would be able to take on name-change research, but the students would need to know the purpose of changing the University name and what we wish to convey with a new name. The students would meet with different stakeholders, such as alumni, current students, faculty, staff, and the community. Surveys via email for faculty and staff are no-cost, but community surveys may incur some costs. At the end of the semester, the students could report to the Senate what they did, who they communicated with, and their conclusions. This research could be conducted more than once for additional data, since the course is taught both Fall and Spring, one on-site and one online. The online students could make use of campus resources and survey faculty and staff, while the on-site students could take on the task of surveying community members.

The question was raised as to whether the Senate should push forward with this, or if it should be the administration, or the entire University that supports this initiative. There is also the question of the after-effects of surveying the community. If we then decide not to change our name, would it appear we are not following through? It was suggested that the results of the student research should definitely be reported to the community.

It was suggested that rather than have the student project involve changing our name, instead have the students research what MSUB's identity should be. This is also a recommendation from the Community Task Force, so it would not just be Senate acting alone. Further, we should do more research into the reasons why our current name was chosen, while we wait to appoint our permanent Chancellor.

Dr. Gilbertz will convey these sentiments back to the History Department, who brought forward the initial proposal to change the University name.

VI. ITEM FOR INFORMATION

Item 48 Emeritus Nomination: Stephen Coffman, Department of Communication & Theatre, College of Arts & Sciences. For information.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **accept Item 48 for information.**

⇒ Motion carried.

VII. DISCUSSION/ACTION ITEMS

A. Jacket Proud: Faculty Appointee(s)

Guests: Co-Chairs Trudy Collins & Kathy Kotecki

Ms. Kotecki stated that about a year ago, this group was formed to discuss employee retention, campus culture, and morale, and how these things impact students. The committee went through extensive training with a consultant to consider ways to make MSUB better. The goals of the committee, the vision, and some guidelines are attached to these minutes.

Ms. Collins noted that the group has had faculty members participate, but they are looking to rotate new faculty into the group, especially to discuss on-boarding procedures for faculty. There has been a lot of focus on staff issues because the group is mostly staff, and more faculty focus is needed. The time commitment is meetings once a month for about 90 minutes, with service on a sub-committee meaning more time. It would be great to have junior faculty on this group, since they have a new perspective.

It was agreed that Ms. Collins and Ms. Kotecki should email the Department Chairs to ask them to appoint some junior faculty to the Jacket Proud Committee.

Ms. Collins cited that there will be an employee engagement survey coming out soon. Please complete it!

VIII. ITEMS – FIRST READING

Item 33.b LIT 230 World Literature Survey. Change course description. *Revised*

It was noted that this course change has now been reviewed by the Gen Ed Committee.

Tom Nurmi, English, Philosophy & Modern Languages, noted that this change only cleans up the course description to make it more flexible for instructors. The course objectives will not change.

⇒ Motion by Paul Pope, seconded by Scott Butterfield to **approve Item 33.b on first reading.**

⇒ Motion carried.

⇒ Motion by Paul Pope, seconded by Vern Gagnon to **waive second reading of Item 33.b.**

⇒ Motion carried.

IX. ITEMS – SECOND READING

Item 33 BA Major in English. Modification to an existing program

Item 33.a BA Major in English Teaching Licensure Option. Modification to an existing program.

Item 33.c LIT 460 Studies in British Literature. Delete course.

Item 33.d LIT 461 Studies in American Literature. Delete course.

Item 33.e LIT 464 Studies in Medieval Literature. Delete course.

Item 33.f WRIT 339 Teaching Writing and Literature. New course.

⇒ Motion by Cindy Dell, seconded by Paul Pope to **approve Items 33 through 33.f on second reading.**

⇒ Motion carried.

X. ITEMS – FIRST READING continued

Item 47 Change/Delete Course Form. Modification to include request for outcomes.

Matt Redinger, Vice Provost, noted that many course outcomes are missing from the Common Course Numbering (CCN) database, and as a result, the administration has prohibited changes to courses unless the outcomes are supplied by the campuses. Instead of Dr. Redinger requesting the outcomes at the end of the process, have them on the form at the beginning of the process. Also, the New Course Form already requests the course outcomes.

⇒ Motion by Cindy Dell, seconded by Vern Gagnon to **approve Item 47 on first reading.**

⇒ Motion carried.

⇒ Motion by Jim Barron, seconded by Joy Honea to **waive second reading of Item 47.**

⇒ Motion carried.

XI. NEW BUSINESS

Darlene Hert noted the Library is starting a lecture series on Vietnam, 50 Years Later. The Library would also love to have some lectures from the College of Business faculty. There is also a webinar on March 1 about Open Educational Resources (see flyer attached to these minutes).

The meeting adjourned at 4:47 p.m.

rjrm



Jacket Proud: Catch the Buzz

Our Goals

Engaging New Hires

- Instill a culture of engagement within new hires (*onboarding*)
- Hire individuals who have the capacity and interest to be engaged MSUB employees and community members (*interview process*)
- Provide information and resources to enable a new hire to engage and succeed (*orientation*)

Building the Yellowjacket Community

- Create a connected, unified, engaged MSUB employee community (*team-building*)
- Increase employee engagement (*incentives*)
- Create an inviting and welcoming community through celebrations and recognitions (*celebrations*)

Developing Leaders

- Clarify the mission and intentionally infuse it in everything we do (*mission clarity*)
- Attract and develop strong leaders with desired traits (*competencies development*)
- Foster employee leadership development through empowerment, recognition, encouragement, and support (*employee engagement*)

Providing Effective Communication

- Enhance awareness and participation in campus events and activities (*delivery methods*)
- Provide messaging to “tell our story” (*messaging*)



Jacket Proud: Catch the Buzz

Our Vision

Building from our strengths, we desire to create a welcoming, engaged community where students, faculty, and staff demonstrate pride and commitment.

Our Points of Focus and Service Principles

Engage

You can expect that I will provide personalized individual attention

You can expect that I will acknowledge you with gracious intent

You can expect that I will honor our interaction with respect, civility, and honesty

Promote

You can expect that I will be involved in our Yellowjacket Community

You can expect that I will be a positive spokesperson and demonstrate Yellowjacket pride

You can expect that I will inspire active participation in MSUB events/activities

Support

You can expect that I will celebrate your accomplishments

You can expect that I will listen and provide solution-focused answers

You can expect that I will provide professional responsiveness within a clear timeframe

Campus Engagement Guidelines for Supervisors
1/31/2018 (to be reviewed 1/1/2018)

The intention of this document is to offer supervisors guidelines that will provide MSU Billings employees the opportunity to participate in campus engagement activities during their regular workday and to outline guidelines relating to other volunteer opportunities.

Campus engagement opportunities at events sponsored by MSU Billings increase the prospect of fulfilling the service principles related to the Jacket Proud Initiative and initiatives within the MSU Billings Strategic Plan such as:

- Promoting active participation of MSU Billings employees at campus events
- Facilitating new and ongoing relationships between MSU Billings employees and students
- Developing a safe, fun and mutually supportive working and learning environment for faculty, staff and students

In an effort to promote and support employee involvement in MSU Billings, supervisors can reassign employees to campus engagement opportunities during regular work hours when employees express an interest in an activity and work assignments allow for it. A maximum of 10 hours per employee per calendar year is recommended.

Employees required to provide office coverage during campus events would benefit from a rotation schedule, established within each office, to provide all employees an equal opportunity to participate in campus engagement activities. An employee at his/her assigned work location is highly valued and it is recognized that not everyone will be willing or able to be involved in certain campus events.

Campus committee assignments are approved by supervisors but are not truly a "volunteer" situation. Supervisors and others may ask for "volunteers" for a campus committee, but in the end, someone is assigned to the committee as a part of their regular responsibilities. Time spent by an employee on regular responsibilities does not count towards the annual limit described above.

Employees participating in community volunteer activities during their regular scheduled workday are required to request vacation or comp time leave. Approval is at the discretion of their supervisor in accordance with workload and office coverage demands.



Suggestions for Recognizing and Celebrating Employees

Birthday celebrations	Celebrate the birthdays of colleagues in the office by bringing treats and a card to sign on the special day. Responsibility rotates, with each person bringing treats and card for the next upcoming birthday.
Potlucks	Everyone loves to eat! Potlucks can be either themed (e.g. green foods for St. Paddy's Day) or open. If you want a little competition, make it a contest (e.g. a chili cook-off).
Snap Jar	Colleagues write anonymous notes of affirmation and appreciation for others in the office. Collect the notes in a jar and pass around to read aloud during staff meetings.
Secret Office Pal	Those who wish to participate draw the name of another participating colleague. They do small things at little to no cost throughout the semester to brighten their secret pal's day. Examples include candy, an encouraging card, coffee, Valentine, etc.
Faculty and Staff Awards	Nominate a colleague for Faculty Excellence or Staff Appreciation awards. Awards are coordinated through respective offices and instructions sent via email.
Staff Senate Shout Out	Recognize your staff (individual or group) who go the extra mile, do an exceptional job on a project, or support their colleagues. Submit nominations through Staff Senate at staffsenate@msubillings.edu .
Pure Gold	Recognize any MSUB employee who is a great example of school spirit and contributes in meaningful ways to the university. Nominations are submitted at www.montana.edu/puregold/index.html .

A TRAILS Webinar -



The OER Landscape: An Introduction

An overview of Open Educational Resources (OERs), the broader Open Access context that supports them, and some of the issues that are driving their adoption and creation, such as efforts to reduce costs for students and supporting student success. The many benefits as well as challenges to their use and creation will be discussed. You will see specific examples of successful OER implementations and approaches on academic campuses around the nation. We will look at a few OER repositories and links to other OER resources. Plus, there will be plenty of time available for Q&A at the end.

Cost:

FREE

Time:

Thursday, March 1

11 a.m. - 12:00 p.m. MST

Target Audience:

This is an introductory-level overview, so participants do not need any prior knowledge of OERs. However, even participants with some prior knowledge can learn something new.

Learning objectives:

- Understand what Open Educational Resources are.
- Understand their primary benefits and challenges.
- Be able to locate and use a few OER repositories and resources.

Presenter:

Wendy Walker is the Digital Initiatives Librarian at the University of Montana Mansfield Library. She oversees the Library's digitized collections and manages UM's institutional repository (IR), ScholarWorks. Her work with the IR, students and student scholarship, and related Open Access issues catalyzed her interest in OERs.

Registration:

Registration is not required, but is requested.

<https://goo.gl/forms/WYjZMDSwwuQlaHn72>

If you will not be able to attend, a recording of the presentation will be posted to the TRAILS website - <https://trailsmt.org/>.

Thank You!

Brought to you by the TRAILS Professional Development Committee.

Questions? Please contact Pamela Benjamin at pamela.benjamin1@montana.edu.