

## ACADEMIC SENATE MINUTES

**DATE:** February 20, 2020

**PRESENT:** Jim Barron  
Cindy Dell  
Keith Edgerton  
Vern Gagnon  
Austin Bennett  
Savannah Merritt (student)  
Christine Shearer (ex-officio)  
Darlene Hert (ex-officio)

Scott Butterfield  
Kelly McCoy  
Heather Thompson-Bahm  
Sam Boerboom  
Jodi Lightner  
Kurt Toenjes (ex-officio)  
Melinda Arnold (ex-officio)

**ABSENT:** Suzette Nynas\*  
Rachael Waller\*  
Vicki Trier (ex-officio)  
Kim Hayworth (ex-officio)

Sarah Keller  
Robert Nava (ex-officio)  
Susan Simmers (ex-officio)

\* *excused*

**GUESTS:** Cheri Johannes  
Lynne Fitzgerald

Kathleen Thatcher

**PRESIDING:** Jim Barron, Chair

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

### I. ANNOUNCEMENTS

Kurt Toenjes has been chosen as the Dean of the College of Health Professions and Science.

The Faculty Awards are this Tuesday. Please RSVP by Friday to attend.

### II. ACCEPTANCE OF MINUTES

The minutes of February 6 were accepted as presented.

### III. PROVOST REPORT

Dr. Arnold noted that when she arrived a year ago, she began meeting with the faculty of each college to get a feel for MSUB. She is meeting again with all faculty in each college, and the Chancellor is joining her.

With the departure of Dean Elaine Labach, the COB will be served by both Mike Campbell and Provost Arnold. MSUB will contract with The Registry to fill the interim dean position. The candidates will be on campus in March and at the end of the visit, we will choose one who will serve as interim dean starting July 1, for one year. Each candidate is a retired or former dean of business.

Cheri Johannes reported on the questions asked at the last meeting about the Honor Roll. She stated that the timing is very intentional, about four weeks after grades are due for the semester. This gives all the campus systems, such as student grievances and grade changes, time to settle out, so that we get the maximum number of students on the list. In the past, she had tried putting the list out earlier and got many angry phone calls from students (and students' parents) who were supposed to be on the list. As to the name, it was Dean's List until it was changed in 2014 to Honor Roll. Either is fine, but we need to make sure all those involved with publishing the list know what to call it.

### V. ITEMS FOR APPROVAL

**Item 40** LIT 317 Transatlantic Literature I. New course.

**Item 40.a** LIT 318 Transatlantic Literature II. New course.

**Item 40.b** LIT 499 Thesis/Capstone: Portfolio. Change rubric to WRIT and change course description.

**Item 40.c** BA Major in English. Modification to an existing program.

**Item 40.d** BA Major in English Teaching Licensure Option. Modification to an existing program.

⇒ Motion by Sam Boerboom, seconded by Vern Gagnon to **approve Items 40 through 40.d.**

⇒ Motion by Cindy Dell to **table these items until the next meeting**, since no one is present to talk about them.

### VI. REVISED ITEMS FOR APPROVAL

**Item 46.a** REC 200 Fnd Outdoor Advent Leadershp. Change ~~rubric to OAL~~, add corequisite, and change course description. *No change in rubric.*

**Item 46.b** REC 230 Fly Fishing II. Change ~~rubric to OAL~~, change title to Instructional Strategies: Backcountry Anglers, change prerequisite, and change course description. *No change in rubric.*

- Item 46.c** REC 233 Skiing/Snowboarding Instr Dev. Change ~~rubric to OAL~~, change title to Instructional Strategies: Ski/Snowboard, change prerequisite, and change course description. *No change in rubric.*
- Item 46.d** REC 257 Rock Climbing II. Change ~~rubric to OAL~~, change title to Instructional Strategies: Rock Climbing, change prerequisite, and change course description. *No change in rubric.*
- Item 46.e** REC 276 Kayaking II. Change ~~rubric to OAL~~, change title to Instructional Strategies: Water Programming, change prerequisites, and change course description. *No change in rubric.*
- Item 46.f** REC 280 Challenge Course Fundamentals. Change ~~rubric to OAL~~, change title to Challenge Course Facilitation, change credits from 2 to 3, add corequisite, and change course description. *No change in rubric.*
- Item 46.g** REC 306 Outdoor Living Skills. Change ~~rubric to OAL~~, change title to Applied Wilderness Leadership, change prerequisite, and change course description. *No change in rubric.*
- Item 46.h** REC 308 Winter Outdoor Living Skills. Change ~~rubric to OAL~~, change title to Applied Wilderness Leadership-Winter, change credits from 2 to 3, change prerequisite, and change course description. *No change in rubric.*
- Item 46.i** REC 309 People and the Environment. Change ~~rubric to OAL~~, change title to Environmental Interpretation, remove prerequisite, and change course description. *No change in rubric.*
- Item 46.j** REC 310 Adventure Leadership. Change ~~rubric to OAL~~, change title to Leadership in Adventure Programs, and change prerequisite. *No change in rubric.*
- Item 46.k** REC 381 Leadership & Group Dynamics. Change ~~rubric to OAL~~, change title to Expedition Leadership, change credits from 3 to 4, change prerequisite, and change course description. *No change in rubric.*
- Item 46.L** REC 411 Adventure Guiding/Instructing. Change ~~rubric to OAL~~, change prerequisites, and change course description. *No change in rubric.*
- Item 46.m** REC 470 Adventure Prog Planning & Dev. Change ~~rubric to OAL~~, change title to OAL Operations & Asset Management, change prerequisite, and change course description. *No change in rubric.*
- Item 49** ~~OAL~~ 201 Foundations of Outdoor Adventure Leadership Lab. New course. *Revised to REC 201.*
- Item 49.a** ~~OAL~~ 281 Challenge Course Facilitation Lab. New course. *Revised to REC 281.*
- Item 49.b** ~~OAL~~ 300 Adventure Program Design & Delivery. New course. *Revised to REC 300.*
- Item 49.c** ~~OAL~~ 401 Outdoor Behavioral Healthcare. New course. *Revised to REC 401.*
- Item 49.d** ~~OAL~~ 430 Risk Management in Outdoor Adventure Leadership. New course. *Revised to REC 430.*
- Item 49.e** ~~OAL~~ 499 Outdoor Adventure Leadership Capstone. New course. *Revised to REC 499.*
- Item 50** BS Major in Outdoor Adventure Leadership. Modification to an existing program. *REVISED.*

It was noted that the Outdoor Adventure Leadership proposal, which the Senate approved January 23, would have required creating a new rubric (OAL) for all the courses. Getting a new rubric approved by OCHE is a big lift that takes a fair amount of time.

Registration for fall courses starts in a couple weeks, so we do not have time to wait for the new rubric process. Thus, the proposals have been revised to use the current REC rubric.

⇒ Motion by Cindy Dell, seconded by Vern Gagnon to **approve revised Items 46.a through 50.**

Kurt Toenjes, Dean of CHPS, noted that OCHE is not enthusiastic about the new OAL rubric because it would essentially clean out the REC rubric. Other than MSUB courses, there are only about 4 courses in the REC rubric. This paperwork still deletes 17 courses, while only creating 6. He asked that the Senate approve these proposals with the current REC rubric, so the program revisions can be rolled out for Fall.

It was noted that with the new program proposal guidelines being drafted by OCHE, the Commissioner's Office will now weigh in on "significant" program changes. However, "significant" remains undefined, so this proposal very well could fall under that requirement.

Kathleen Thatcher, Director of Assessment & Accreditation, stressed the need for getting sound assessment plans in place for this program.

⇒ Motion carried.

## VII. DISCUSSION/ACTION ITEMS

### A. Report: Senate Bylaws & College Reorganization

Savannah Merritt, ASMSUB President, noted that ASMSUB can appoint students who are not Senators to committees. In fact, this would be helpful, given the number of Senators and spots on committees. If faculty have a student in their class who they would like to sit on a committee, let the ASMSUB know.

The membership of the Gen Ed Committee was discussed, and it was agreed that given Gen Ed will be under revision for the next year or more, the membership should not be changed.

⇒ Motion by Vern Gagnon, seconded by Scott Butterfield to **approve the bylaw changes on first reading.**

⇒ Motion carried.

A second reading will be held in March, and then the bylaws will be distributed to all faculty for a general faculty vote.

**B. Revision to Senate Subcommittees: CARE, Commencement, Administrative Advisory, Student Computer Fee Advisory**

The idea has been raised that the Creative and Research Endeavors (CARE) Committee is not really a curricular committee, and doesn't really belong under Senate. Perhaps it should be moved to the Grants & Sponsored Programs office.

It was noted that the Senate was asked to get involved with the CARE Committee last year, due to a perceived bias. Having the Senate's involvement was helpful to the Committee.

Provost Arnold noted that the CARE grants are already run by the Grants office. Once the Center for Teaching and Learning gets going, it would be an excellent place to house the CARE Committee. The Senate is not really providing oversight of the grants process; it's all being done by the Grants office.

There is also a Teaching and Learning Task Force currently meeting, which has discussed the importance of equity in grant funding among the colleges.

⇒ Motion by Cindy Dell, seconded by Kelly McCoy to **remove the Creative and Research Endeavors (CARE) Committee from Academic Senate oversight (and from the bylaws) and move to under the Provost's Office.**

⇒ Motion carried.

The Commencement Committee seems like a student services committee, but faculty do still want to be involved. However, the bylaws are written so that a faculty member must be chair, and that should be modified. It was agreed the Senate will continue to own the Commencement Committee, but the chair will now be the Registrar.

⇒ Motion by Austin Bennett, seconded by Scott Butterfield to **remove the Administrative Advisory Committee from the bylaws.**

⇒ Motion carried with 1 abstention.

⇒ Motion by Cindy Dell, seconded by Kelly McCoy to **remove the Student Computer Fee Advisory Committee from the bylaws.**

⇒ Motion carried.

### C. Required Elements on Syllabi

We will not require a template, but can we come to a consensus that there are elements every syllabus should have?

Some colleges already have a template. It was noted that students want information about what is in the course, not the seven pages of information about student services. There is also the issue of getting that student services information updated and distributed to faculty in a timely manner before the semester starts. It was suggested that all of the required information could be put in one place, on a webpage, where the various offices involved can update it, and faculty can then post the link to that webpage on all syllabi. It was noted that we definitely need to check with legal counsel before doing this, because there are federal rules about the availability and placement of some of this student services information. There are also rules from our accrediting bodies about what must be on a syllabus. Provost Arnold noted that the syllabus is a binding contract with the student; some of those things have to be on it.

Ms. Merritt noted that soon there will be a resolution from ASMSUB coming out, asking that instructors be *required* to use D2L, especially for grades. At this time it is not required so students may have to visit multiple places in order to get all their grades.

The meeting adjourned at 4:59 p.m.

rjrm