

ACADEMIC SENATE MINUTES

DATE: February 6, 2020

PRESENT: Suzette Nynas
Scott Butterfield
Kelly McCoy
Vern Gagnon
Austin Bennett
Savannah Merritt (student)
Vicki Trier (ex-officio)
Darlene Hert (ex-officio)

Jim Barron
Cindy Dell
Keith Edgerton
Sam Boerboom
Rachael Waller
Kurt Toenjes (ex-officio)
Melinda Arnold (ex-officio)

ABSENT: Heather Thompson-Bahm*
Jodi Lightner
Elaine Labach (ex-officio)
Susan Simmers (ex-officio)

Sarah Keller*
Christine Shearer (ex-officio)
Robert Nava (ex-officio)
Kim Hayworth (ex-officio)

* *excused*

GUESTS: Bruce Brumley
Kathleen Thatcher
Stephen Foggatt

David Nedrow
Craig McKenzie
Michael Adkins

PRESIDING: Jim Barron, Chair

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

I. ANNOUNCEMENTS

Cindy Dell will retire this summer!

Savannah Merritt noted that ASMSUB seated six new senators this spring. The activity of the student senate has increased so much that she is sending regular reports—both complaints and compliments—to the administration.

II. ACCEPTANCE OF MINUTES

The minutes of January 23 were accepted as presented.

III. PROVOST REPORT

Ms. Merritt asked why we have an “Honor Roll” as opposed to a “Dean’s List,” and can that information be out sooner? Provost Arnold responded that she did not know but would find out. Also, the Registrar’s office is short-staffed, but she will look into getting the information out.

IV. OTHER REPORTS

Retention Efforts: Stephen Foggatt, ASC Executive Director; Michael Adkins, Retention Director

Dr. Foggatt thanked all faculty for supporting the Academic Support Center and referring students. Due to faculty response, the Academic Support Center now has a wide array of support services for students. They have a long way to go, but they have plenty of positive momentum. It is now clear that we cannot conform to a one-size-fits-all approach to education. Last semester, using their sign-in system, the ASC recorded over 4000 visits by students. That is an all time record high since they got the sign-in system in 2012. At three weeks into this semester, they already have over 900 visits. Faculty are the number one referral service to the ASC, and everything the ASC does is to make these students successful. As part of the Title III grant, the ASC hired a retention director, because the administration understands the connection between academic support and retention.

Dr. Adkins noted that they have established a peer mentoring program which has been quite successful. He reaches out to students on academic probation, but also to students with other indicators they are struggling. Early Alert is still in us, and he is working on making it easier to use, with less logging in. Also, when faculty send those early alerts, they are not just going to Advising, but also to himself, the Military Center, and the Native American Achievement Center. They hope to have each case responded to within two weeks. They want to encourage faculty participation, which is now at about 30%, up to at least 50%. The summer Bridge Program for students who don’t place at college level in math and English will incorporate Work Ready and WorkKeys to award non-credit certificates, as an incentive for students to use the program.

The question was raised as to what faculty should do when students do not show up for the first and second class periods. Dr. Adkins responded that faculty should send an Early Alert, but we need a process for no-shows. We don’t want to count them in our enrollment and we don’t want to generate bad debt for the student. Provost Arnold noted that we do not require faculty to take attendance which is going to get us in trouble with federal financial aid rules. If a student stops attending part way through the semester, the feds now want to know when they stopped. We need a solution for this issue.

Dr. Adkins is also running the strategic planning committee on retention and graduation rates, which needs faculty. They have created some metrics but more participation is always better. Out of this group, they hope to grow a college placement task force, which will assess various assessments beyond placement tests like the ACT. Things like high school GPA and HiSET scores will be explored. The placement tests will be retained, but this group will look at other measures, too.

V. ITEMS FOR APPROVAL

Item 33 ATEP 535 Athletic Trng Techniques II. Change course description.

Item 33.a ATEP 540 Practicum in Athletic Trng I. Add corequisite and change course description.

Item 33.b ATEP 541 Practicum in Athletic Trng II. Add corequisite and change course description.

Item 33.c ATEP 546 General Medical Assessment. Change course description.

Item 33.d ATEP 550 Practicum in Athletic Trng III. Add corequisite and change course description.

Item 33.e ATEP 551 Practicum in Athletic Trng IV. Add corequisite and change course description.

Item 33.f ATEP 559 Clinical Education I. Add corequisite and change course description.

Item 33.g ATEP 564 Clinical Education II. Add corequisite and change course description.

Item 33.h ATEP 580 Pharmacology for Hlthcare Prof. Delete course.

Item 33.i ATEP 577 Clinical Education III. New course.

Item 33.j ATEP 582 Clinical Education IV. New course.

Item 33.k MS in Athletic Training. Modification to an existing program.

Item 33.L BS Health and Human Performance/MS Athletic Training 3+2 Option. Modification to an existing program.

⇒ Motion by Vern Gagnon, seconded by Sam Boerboom to **approve Items 33 through 33.L.**

These changes are prompted mostly by accreditation standards. The current program has students doing 200 hours of clinical, but only earning 1 credit.

⇒ Motion carried.

Item 51 CSTN 108 Intro to Flooring Installation. Delete course.

Item 51.a CSTN 145 Ext Finish, Stair, & Metal SF. Delete course.

Item 51.b CSTN 148 Blueprint Codes and Est. Delete course.

Item 51.c CSTN 220 Interior Finishing. Delete course.

Item 51.d CSTN 230 Adv Rf, Flr, Wll, Stair Systms. Delete course.

Item 51.e CSTN 270 Fndtns of Cnstrctn Prjct Mgmt. Delete course.

Item 51.f CSTN 295 Constr Conc & Bldg Lab III. Delete course.

Item 51.g CSTN 147 Blueprint Reading. Change course description.

Item 51.h CSTN 160 Constructn Cncpts & Bldg Lab. Change title to Constructn Cncpts & Bldg Lab I, change credits from 5 to 3, and change course description.

Item 51.i CSTN 161 Constructn Cncpts & Bldg Lb II. Change prerequisite, remove corequisite, and change course description.

Item 51.j CSTN 299 Capstone: Carpentry. Change title to Capstone: Construction, change prerequisites, change corequisite, and change course description.

Item 51.k CAPP 103 Quickbooks Fundamentals. New course.

Item 51.L CSTN 142 Int - Ext Finish Carpentry. New course.

Item 51.m CSTN 250 Construction Estimating. New course.

Item 51.n CSTN 271 Construction Project Mgmt. New course.

Item 51.o CSTN 281 Construction Project Mgmt II. New course.

Item 51.p AAS in Construction Management. Modification to an existing program.

Item 51.Q Certificate of AS in Construction Management. Modification to an existing program, including degree title change.

⇒ Motion by Vern Gagnon, seconded by Scott Butterfield to **approve Items 51 through 51.Q.**

The balance of courses in this proposal is 7 deleted and 5 added. David Nedrow noted that they now have much better prior learning assessments in place.

⇒ Motion carried.

Item 41 ITS 246 Cybersecurity Operations. New course.

Item 41.a ITS 182 Help Desk Support. Delete course.

Item 41.b AS in Cyber Security/Network Technology. Modification to an existing program.

Item 41.c AAS in Computer Desktop/Network Support. Modification to an existing program, including degree name change.

⇒ Motion by Vern Gagnon, seconded by Suzette Nynas to **approve Items 41 through 41.c.**

⇒ Motion carried.

Item 27.i COMX 424 Risk, Crisis, and Communication. New course.

⇒ Motion by Vern Gagnon, seconded by Keith Edgerton to **approve Item 27.i.**

It was noted that the program change has already been approved by Senate, but this new course form was missed.

⇒ Motion carried.

VI. DISCUSSION/ACTION ITEMS

A. Discussion of Policy Regarding Course Substitutions

As per current policy, department chairs are allowed to substitute any course in a student's plan of study, with no restrictions. There is a situation that has developed this semester where faculty have proposed (and received approval for) changes to the curriculum that are effective Fall 2020, but the department chair is telling current students that those changes are effective now. Students are being told that they can't take the required course listed in the catalog, and must take another course instead. Students have felt bullied into this, and at least one has changed majors to get out of the situation.

Should the Senate make a statement or create policy in response? It was stated that the Dean really needs to intervene here, and the Dean is aware of the situation. There is no way the Senate can create a policy that would not cause problems for course substitutions that occur as part of any student's career. It was noted that the ASMSUB could voice a concern to the Dean about this situation, and is, in fact, better placed to do so than the Academic Senate.

B. Update Senate Bylaws for College Reorganization

The following had been sent out prior to the meeting:

Representation Proposal, originally from Suzette Nynas

Changing representation from 1 senator per college and 8 at-large to

2 senators per college (equaling 10)

3 at-large

This will result in equal (or at least close to equal) representation of the various disciplines and encourage a higher level of engagement among all colleges.

Nomination Proposal

Also, the Executive Committee proposed that we ask for fewer signatures on nomination forms, and that nominations be accepted via email. Currently, nominations for at-large positions require 10 signatures. Nominations for college positions require 10% of the current faculty (for the "old" colleges that means 2 signatures for CAHP, COB, COE; 4 for CC; and 7 for CAS). They proposed it be the same number of signatures regardless of the type of position, and that number be low, such as 2 or 5 signatures.

Dr. Barron noted that any changes made will need to be voted on by the whole faculty.

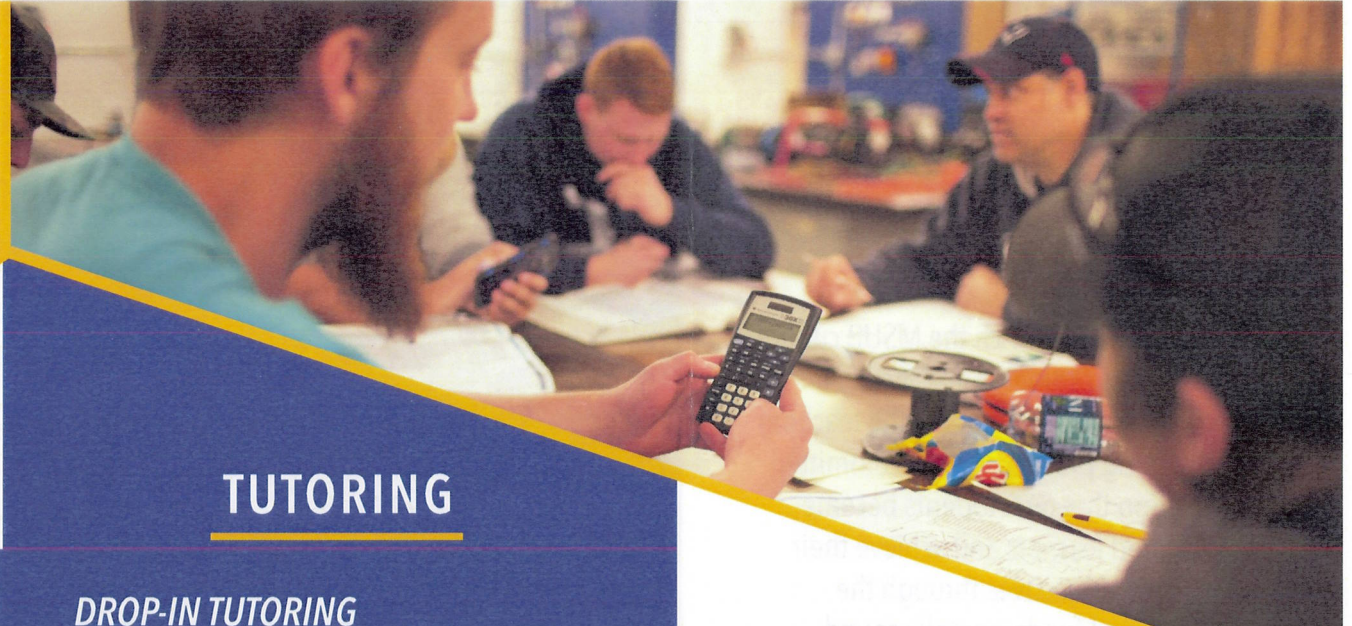
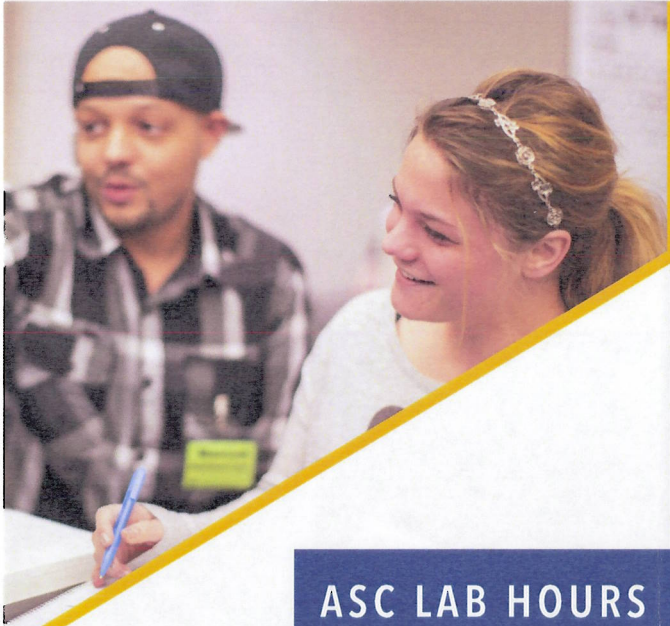
It was noted that we will need a plan for what happens to the current Senators. It was responded that current at-large Senators should stay until their term is up, and then that spot can roll to a college spot. Basically, the new membership will take effect as the current Senators finish their terms.

Further, we will need a contingency if a college cannot fill one or both of their spots. It was responded that a few years ago, the following statement had been added to the bylaws: "If a college is unable to fill its position within one semester, the position will become at-large for the duration of that term."

Austin Bennett and Sam Boerboom agreed to sit on the ad hoc committee to put together the changes. They will be joined by Darlene Hert and Rita Rabe Meduna. The committee will report back at the next Senate meeting.

The meeting adjourned at 4:56 p.m.

rjrm



TUTORING

ASC LAB HOURS

The Academic Support Center hosts open lab hours and provides tutoring services at both the University Campus and City College.

University Campus

M-Th: 8:00am-8:00pm

F: 8:00am-5:00pm

City College

M-F 8:00am-5:00pm

DROP-IN TUTORING

The ASC offers drop-in tutoring services in our labs located on both campuses.

APPOINTMENT-BASED TUTORING

One-on-one tutoring is available by appointment for all students in a wide variety of subjects.

Appointments can be made online at: asc.msubillings.edu

PROGRAMS & SERVICES

SUPPLEMENTAL INSTRUCTION

The ASC hosts the Supplemental Instruction Program which targets challenging courses at the university and provides regularly scheduled, out of class review sessions.

PEER MENTORING

The Peer Mentor Program assists students by assessing needs and developing a course of action for success.



Tutoring is pre-paid as part of student tuition fees



Tutoring offered for a wide variety of subjects including Math, Writing, and Chemistry



60 tutors available to help answer tough questions

ASC MISSION & PROMISE

The ASC seeks to enrich the MSUB culture by supporting students and faculty to enhance the effectiveness of the teaching and learning process. We are committed to ensuring that our students become empowered learners and achieve their educational objectives through the application of fundamentally sound academic support principles.

Our promise to MSUB's students is that we will do everything in our power to prepare you for future success by equipping you with strong academic skills that will carry over to all areas of life and result in increased opportunities.

Our promise to MSUB's faculty is that we will reinforce the same points of emphasis that are being taught in your classrooms. This is done as a means of facilitating more effective comprehension of the course content along with a higher level of overall academic performance.

Want to Learn More?

ASC FRONT DESK

University Campus (406) 657-1641
City College Campus (406) 247-3022

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marketing and
website updates



ACADEMIC

SUPPORT

CENTER

To schedule an appointment visit
asc.msubillings.edu or call (406) 657-1641

University Campus
Student Union Building

City College
Tech Building

