

## ACADEMIC SENATE MINUTES

**DATE:** September 19, 2019

**PRESENT:** Suzette Nynas  
Scott Butterfield  
Keith Edgerton  
Sarah Keller  
Sam Boerboom  
Jennifer Lynn  
Savannah Merritt (student)  
Kurt Toenjes (ex-officio)  
Elaine Labach (ex-officio)

Jim Barron  
Kelly McCoy  
Heather Thompson-Bahm  
Vern Gagnon  
Austin Bennett  
Rachael Waller  
Taylor Kurkoski (student)  
Christine Shearer (ex-officio)

**ABSENT:** Cindy Dell\*  
Vicki Trier (ex-officio)  
Susan Simmers (ex-officio)  
Darlene Hert (ex-officio)

Robert Nava (ex-officio)  
Melinda Arnold (ex-officio)\*  
Kim Hayworth (ex-officio)

\* *excused*

**GUESTS:** Rakesh Sah  
Cindy Bell  
Cheri Johannes

Sougata Das  
Paul Pope

**PRESIDING:** Jim Barron, Chair

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

### I. ANNOUNCEMENTS

The Chancellor's Report has been removed from the agenda, but we can request he attend any meeting.

### II. ACCEPTANCE OF MINUTES

The minutes of April 25 and August 22 were accepted as presented.

### III. PROVOST REPORT

Christine Shearer, Interim Associate Provost, noted that the name changes for the colleges have been submitted for the next BOR meeting in November. The College of Arts & Sciences will become the College of Liberal Arts & Social Sciences and the College of Allied Health Professions will become the College of Health Professions and Sciences. Input was gathered from everyone, and the acronyms (CLASS and CHPS) work well. We don't know when these new names will be effective: possibly with the start of the next fiscal year, or the next academic year.

Our head count is up, but that includes Dual Enrollment. However, over 100 students have not yet paid their bill and today is the cut-off. It was noted that if we lose 100 students, we will still be flat with last year.

The Senate held a short discussion on the cultural shift against higher education, and how MSUB can change that course.

### IV. OTHER REPORTS

#### **CARE Committee Update: Cindy Bell**

Cindy Bell, Director of Grants & Sponsored Programs, noted there has been a lot of concern that CARE funding is going away. We still have CARE funding, but it has been reduced. Last year CARE had about \$65,000, and \$35,000 of that has been diverted to the pre-tenure scholarship awards for junior faculty. With the remaining \$30,000, the CARE Committee will hold one call per year instead of two. The due date is February, and the application is out on the Grants website now. Also, CARE funds can now be used for course release or summer salary, which was not allowed in the past.

Ms. Bell noted that about four years ago the CARE Committee began offering the "proposal development" funds. This money was to help faculty write a proposal to a larger funding agency. Of the nine which have been granted by CARE in the last four years, **none** have been successful. This kind of development will no longer be under CARE. A group of Deans and Chairs has been put together to look at larger funding opportunities that may be multi-department or college-wide, minimum of \$100,000. A subgroup will be put together to create a proposal over a six-month (or more) time period, and a \$5,000 MSUB stipend will go with that.

#### **Ad Hoc Committee for Annual Review of Administrators by Faculty: Paul Pope**

Dr. Pope reported that the committee met August 22 and created a plan to develop an instrument. They have acquired examples from peer institutions and larger institutions as well. The committee is working with Human Resources to obtain position descriptions for the administrators, but they will also meet with the administrators to learn how they perceive their job duties. They will be looking to avoid totally unique surveys for each administrator. Instead, they will have similar questions, especially among the Deans.

The committee will interview the faculty as well, to include questions about those undefined things that faculty may be expecting of administrators.

They plan to do some testing and the instrument should be complete by January 2020. The survey will be ready to deploy by the end of the Spring semester. The Senate agreed that the committee should build the survey in Qualtrics.

Dr. Barron noted that he spoke to the chairs of the other Senates at the last BOR meeting, and he will get examples from those that he can. He proposed to work with Bozeman on the survey they are developing, but got no traction.

In Spring, the Senate will need to discuss how the results should be shared. Some universities think it should be public, while others deliberately do not publicly publish their results.

## V. ITEMS FOR INFORMATION

**Item 7** Programs **deleted** after being placed into moratorium Spring 2019.

⇒ Motion by Rachael Waller, seconded by Sarah Keller to **accept Item 7 for information.**

⇒ Motion carried.

**Item 1** Committee Report for 2018-2019: Undergraduate Curriculum Committee.

**Item 2** Committee Report for 2018-2019: CARE Committee.

**Item 3** Committee Report for 2018-2019: Library Committee.

**Item 4** Committee Report for 2018-2019: Commencement Committee.

**Item 5** Committee Report for 2018-2019: Academic Standards & Scholastic Standing Committee.

**Item 6** Committee Report for 2018-2019: General Education Committee.

⇒ Motion by Keith Edgerton, seconded by Sarah Keller to **accept Items 1 through 6 for information.**

⇒ Motion carried.

**Item 9** Institute for Neurodiversity and Applied Behavior Analysis. Intent to Plan June 2019. For information.

⇒ Motion by Vern Gagnon, seconded by Rachael Waller to **accept Item 9 for information.**

Associate Provost Shearer noted that this will be a very unique center in the region. This is just a preliminary document, and the Institute likely won't get rolling until the 2021-22 year.

The question was raised as to why we would start this new Institute (which looks expensive) when we already have budget shortfalls.

⇒ Motion carried.

**Item 15** Emeritus Nomination: Richard Scott Harris, Department of Business Administration, College of Business. For information.

⇒ Motion by Scott Butterfield, seconded by Kelly McCoy to **accept Item 15 for information.**

⇒ Motion carried.

**Item 16** College of Allied Health Professions. Name change to College of Health Professions and Science. For information.

**Item 16.a** College of Arts & Sciences. Name change to College of Liberal Arts and Social Sciences. For information.

⇒ Motion by Sam Boerboom, seconded by Rachel Waller to **accept Items 16 & 16.a for information.**

⇒ Motion carried.

## VI. CONSENT AGENDA

**Item 10** EDU 330 Emergent Literacy. Change prerequisites.

**Item 10.a** EDU 430 Teaching Reading K-3. Change prerequisites.

**Item 10.b** EDU 432 Lit & Literacy for Young Adlts. Remove prerequisites.

**Item 10.c** EDU 435 Theories in Reading. Remove prerequisites.

⇒ Motion by Vern Gagnon, seconded by Jennifer Lynn to **approve the consent agenda.**

⇒ Motion carried.

## VII. ITEMS – FIRST READING

**Item 11** Certificate of AS in Pharmacy Technician. Delete program.

**Item 11.a** PHAR courses. Delete all.

⇒ Motion by Vern Gagnon, seconded by Sarah Keller to **approve Items 11 & 11.a on first reading.**

⇒ Motion carried.

⇒ Motion by Jennifer Lynn, seconded by Sarah Keller to **waive second reading of Items 11 & 11.a.**

⇒ Motion carried.

**Item 12** BSBA Major in Business Administration Finance Option. Modification to an existing program.

**Item 12.a** Minor in Finance. Modification to an existing program.

⇒ Motion by Vern Gagnon, seconded by Scott Butterfield to **approve Items 12 & 12.a on first reading.**

⇒ Motion carried.

Second reading will be at the next meeting, with the new course proposals.

**Item 14** Committee Roster 2019-2020

⇒ Motion by Rachael Waller, seconded by Sarah Keller to **approve Item 14 on first reading.**

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Sarah Keller to **waive second reading of Item 14.**

⇒ Motion carried.

## VIII. DISCUSSION/ACTION ITEMS

### A. Sabbatical Committee Nominees

Annually, the Provost requests these names from the Senate, and the deadline is the day after our next meeting. City College faculty are not eligible and the Senate has agreed that only tenured faculty will be placed on the list, with the four east campus colleges represented. A list of all faculty who have had a sabbatical will be generated, and the Senate will choose from those names.

### B. Transfer Pathways Documents

The Office of the Commissioner is putting together these Pathways, and they are basically advising sheets for the whole Montana system. These are not mandates, and they are not asking us to change any of our curriculum. It was noted that these documents are a great idea, but they are not complete. The Senate hopes that concerns about the incomplete nature of the advice being given are being shared with OCHE by our Deans and Provost.

It was noted that we definitely need more pathways connecting City College programs to the east campus programs.

The meeting adjourned at 4:58 p.m.

rjrm

**RECEIVED**

SEPT 19 2019

Report to Senate  
Ad-Hoc Committee: Academic Administrator Evaluations

**ACADEMIC SENATE  
MSU BILLINGS**

Salem Boumediene  
Patricio Mori  
Paul Pope  
Randy Schmitz  
Jennifer Scroggins

The ad-hoc committee, formed by the Academic Senate spring 2019, met for the first time August 22, 2019 to discuss our charge and proposed plan. The committee is charged with developing an evaluation instrument to survey faculty regarding academic administrator performance. As per our charge, the committee is investigating how other university have designed and conducted their surveys and perform their evaluations. We are reviewing job descriptions of each of the planned positions to be evaluated. In addition, we are planning to contact each administrator in the near future to learn about their duties and responsibilities as they perceive and practice them. Lastly, we are speaking with a few faculty members throughout MSUB to get a sense of what type of survey questions should be included based on their perceptions of administrator duties and responsibilities.

We have divided our tasks so we may begin designing the evaluation instrument over the course of the fall semester. We expect to be able to complete this design and test the instrument no later than the end of January 2020. The committee hopes to have this evaluation instrument ready for deployment well before the end of spring 2020 semester.

The evaluation survey will include only those administrators associated with academic/instructional functions of MSUB. The evaluated positions will include the MSUB Chancellor, Provost, Vice-Provost/Vice-Chancellor for Academic Affairs, and all five College Deans.

**Ad-Hoc Committee Plan:**

- Acquire and review multiple examples of administrator evaluation surveys
- Obtain and review official administrator job descriptions
- Contact each administrator in the near to learn about their duties and responsibilities as they perceive and practice them
- Look for similarities in college dean's duties to help design a more uniform evaluation of deans
- Interview a sample of MSUB faculty to get a sense of their perception of what these administrators do

**Timeline:**

- September 22, 2019: Meet to develop plan for designing evaluation instrument
- November 1, 2019: Complete information acquisition process.
- January 31, 2020: Complete and test evaluation instrument
- April 30, 2020: Make evaluation survey ready to distribute (possibly earlier)