

ACADEMIC SENATE MINUTES

DATE: February 2, 2023

PRESENT: Matt Queen
Jennifer Lynn
Rakesh Sah
Rachael Waller
Austin Bennett
Melissa Boehm
Tami Haaland (ex-officio)
Vicki Trier (ex-officio)
Sue Balter-Reitz (ex-officio)

Mara Pierce
Scott Butterfield
Susan Gregory
John Pannell
Paul Pope
Jim Barron (ex-officio)
Susan Gilbertz (ex-officio)
Sep Eskandari (ex-officio)
Eileen Wright (ex-officio)

ABSENT: Suzette Nynas*
Tom Manthey (ex-officio)
Kim Hayworth (ex-officio)

David Russell (student)
Leslie Weldon (ex-officio)
Jana Marcette (ex-officio)

** excused*

GUESTS: Lacy Bangert
Jessie Perius
Kathy Holt
Kathleen Thatcher
Jenna Jones
Cheri Johannes
Deborah Schaffer
Robin Cormier
Nick Anderson

Rodrigo Lobo
Katie Moffat
Melanie Reaves
Joann Stryker
Tam McDowell
Rachel Schaffer
Kari Dahle-Huff
Chad Landon

PRESIDING: Jennifer Lynn, Chair

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

I. ANNOUNCEMENTS

The All Faculty meeting will be Thursday, March 2.

II. ACCEPTANCE OF MINUTES

The minutes of January 19 were accepted as presented.

III. ITEMS FOR APPROVAL

Title	Status	Received	Request Type
Emerita Nomination of Rachel Schaffer	Added	1/20/2023	Emeriti Nomination
Emerita Nomination of Deborah Schaffer	Added	1/20/2023	Emeriti Nomination
Emerita Nomination of Katherine Holt	Added	1/20/2023	Emeriti Nomination

⇒ Motion by Paul Pope, seconded by Rachel Waller to **approve the emeriti nominations of Rachel Schaffer, Deborah Schaffer, and Katherine Holt.**

⇒ Motion carried.

It was agreed the Senate will continue the new tradition of toasting emeriti nominees.

IV. PROVOST REPORT

Dr. Eskandari stated that the new initiative for Sprint Degrees from OCHE has been built as a line in the Governor’s budget. He asked the Deans to briefly explain the two Sprint Degrees coming forward.

Vicki Trier, Dean, CC, noted that there is a lot of competition from online programs for our Paramedic AAS. Also, local fire departments are asking for a way for their firefighters to become certified Paramedics. The regular Paramedic AAS will still be offered, but the Sprint version can be completed in a year. They are planning on students to start the program in Fall, with students from Bozeman, Miles City, Helena, and other places.

Jim Barron, Interim Associate Dean, CHPS, noted that the Human Services BS has two options, but either lead to a certification. Students in the Sprint program will be able to finish the program in 7 semesters, including Summers. Extra staffing for Summer offerings will be needed. Provost Eskandari noted that we hope the funding coming from OCHE will cover that extra staffing.

Dr. Eskandari also noted that the celebration of faculty excellence will be Thursday, February 23. He thanked Cheri Johannes, Registrar, and her team, who are bringing it all together. Dr. Johannes asked that faculty please RSVP with any guests they are bringing.

The two dean searches for COE & COB are in progress. We will have three finalists for the COE on campus soon, and the applications for COB are currently under review.

The Provost asked Katie Moffat, Retention Director, to present the latest updates for Navigate. Ms. Moffat noted that, last Fall, we received 950 early alerts from faculty, which is a huge increase and a huge improvement over the old system. She thanked faculty for participating in the program. This semester, they are rolling out a Progress Reports component, piloted with student athletes (see attached). Since the Coaches are already doing this with their students, they hope to streamline the process using Navigate.

V. OTHER REPORTS

Subcommittee on AI

The group met this morning and created a list of priorities:

- Identify positives and negatives
- Work with the Center for Teaching and Learning to develop training for faculty
- Identify how to catch AI work submitted by students
- Find ways to develop assignments to make it hard for AI to create acceptable responses

The group also recommends action be taken to revise and update the policies on plagiarism and academic conduct to include more rigorous language about academic integrity.

It was noted that recent experimentation revealed that ChatGPT is terrible at references and citations, so that is a good place to check student work.

Sue Balter-Reitz, Interim Director, CTL, agreed to work with the subcommittee as their training efforts move forward.

VI. ELECTION

Senator Heather Thompson-Bahm has stepped down from Senate. The Chair will appoint a replacement for the rest of the Spring semester. However, the Senate needs a replacement Vice Chair from the current members.

⇒ Rachael Waller volunteered for the Vice Chair.

⇒ She was elected by unanimous consent.

VII. ITEMS FOR APPROVAL continued

Title	Status	Received
Group 1		
HADM 601: Professional Seminar 1	Edited	12/2/2022
HADM 602: Professional Seminar 2	Edited	12/2/2022

HADM 635: Health Law and Ethics	Edited	12/2/2022
HADM 680: Healthcare Leadership	Added	12/2/2022
Health Administration and Leadership Certificate	Edited	12/2/2022
Health Administration Master of Health Administration	Edited	12/2/2022

⇒ Motion by Paul Pope, seconded by Austin Bennett to **approve Group 1.**

Lacy Bangert, Chair, Health Care Services, noted through their program review they realized they need more leadership skills in the program. They will reduce the four professional seminars to two and add a two-credit leadership course. They also added some choices and focus areas for the Certificate.

⇒ Motion carried.

Group 2		
SCOU 506: School Counseling: Practicum	Edited	12/2/2022
SCOU 508: Pract: Mltctrl/Gndr Issues	Deleted	12/2/2022
SCOU 527: Counseling in Elem & MS	Edited	12/2/2022
SCOU 554: Org & Admin School Counseling	Edited	12/2/2022
SCOU 557: Group Process: Thry & Prctc	Edited	12/2/2022
School Counseling (K-12) Graduate Endorsement	Deleted	12/2/2022
School Counseling Option (K-12) Master of Education	Edited	12/2/2022

⇒ Motion by Austin Bennett, seconded by Paul Pope to **approve Group 2.**

Robin Cormier, Educational Theory & Practice, noted they are modifying their contact hours and they have reworked their course rotation to reduce bottlenecks for students. The School Counseling (K-12) Graduate Endorsement will be deleted. She also noted that they are currently updating their course learning outcomes.

⇒ Motion carried.

Group 3		
AHUS 100: Introduction to Sonography	Edited	1/26/2023
AHUS 101: DMS Principles & Instruments	Edited	1/26/2023
AHUS 102: Abdominal Sonography	Edited	1/26/2023
AHUS 103: OB/Gyn Sonography I	Edited	1/26/2023
AHUS 104A: Clinical Experience I	Edited	1/26/2023
AHUS 104D: Sonography Intersession I	Added	1/26/2023
AHUS 105: Clinical Experience II	Edited	1/26/2023
AHUS 110: Practical Aspect of Sonography	Added	1/26/2023
AHUS 111: Sonography Scan Lab	Added	1/26/2023
AHUS 112: SPI Registry Review	Added	1/26/2023

AHUS 203: OB/Gyn Sonography II	Added	1/26/2023
AHUS 204: Sonography Intersession II	Added	1/26/2023
AHUS 204A: Clinical Experience III	Added	1/26/2023
AHUS 205: Clinical Experience IV	Added	1/26/2023
AHUS 206: Small Parts and Ped Sonography	Added	1/26/2023
AHUS 207: Vascular Sonography	Added	1/26/2023
AHUS 208: Abdomen Registry Review	Added	1/26/2023
AHUS 210: OB/Gyn Registry Review	Added	1/26/2023
Diagnostic Medical Sonography Associate of Applied Science	Added	1/26/2023

⇒ Motion by John Pannell, seconded by Matt Queen to **approve Group 3.**

Jenna Jones, Radiologic Tech, and Tam McDowell, Sonography, noted that students who sit for the ultrasound exam need to have over 1000 hours of clinicals. That's too much for a one-year program. Employers also prefer two-year program graduates. The program now has clinical sites that are on board if we offer a two-year program. Sonography is also unusual in that student clinicals are one-on-one with the instructor, so more placements are necessary. The sonography program has competitive enrollment and we have a limit on our clinical sites, but a student can also come to the program with a clinical site already prepared. All the didactic courses are online, with clinicals, of course, being in person. This will be the only sonography program in Montana.

⇒ Motion carried.

Item 4		
Business Administration General Business Option Bachelor of Science Degree	Edited	1/26/2023

⇒ Motion by Paul Pope, seconded by Scott Butterfield to **approve Item 4.**

It was noted that this program change removes the word "Online" from the title. The BOR never had it in the title of the program, so no BOR paperwork is necessary.

⇒ Motion carried.

Title	Status	Received	Request Type
Paramedic Program	Added	1/26/2023	Sprint Degree

⇒ Motion by Austin Bennett, seconded by Matt Queen to **approve the Paramedic Sprint Degree.**

Chad Landon, Paramedic Program, noted that they are just taking current courses and resequencing them as well as offering them online. They have eight students confirmed for the program this Fall. They have also had plenty of calls from out-of-state

prospective students. Regarding clinical sites, City College instructors visit the clinical sites and talk with the staff. For the ambulance internship, students can go to sites across the country.

Provost Eskandari noted that we have received a verbal commitment for the budget for this program. He said that the Paramedic program is setting up an excellent blueprint for how to make a Sprint Degree program functional and sustainable.

⇒ Motion carried.

Title	Status	Received	Request Type
Incomplete Policy & Procedure	Added	1/27/2023	Policy

⇒ Motion by Paul Pope, seconded by Matt Queen to **approve the Incomplete Policy & Procedure.**

It was noted that the list of responsibilities proposed at the last Senate meeting will be the basis for the procedure, rather than included in the policy.

⇒ Motion carried.

Cheri Johannes noted that, with the Senate's agreement, she will build a whole new form for this process.

Title	Status	Received	Request Type
Academic Senator Responsibilities	Added	1/27/2023	Resolution

The Responsibilities will go on the petition for nomination, as well as posted to the website and added to the bylaws appendix.

⇒ Motion by Matt Queen, seconded by Scott Butterfield to **approve the Academic Senator Responsibilities.**

⇒ Motion carried.

VIII. DISCUSSION/ACTION ITEMS

A. Revised Emeriti Policy – Draft

It was suggested that the policy does not need to have a minimum age specified.

It was also noted that part-time service should also be considered. It was responded that any part-time service can be addressed in the narrative, which is required to be submitted.

The question was raised as to whether there should be an appeal process. However, emeriti status is an honor, and an appeal would indicate that the Senate will be compelled to honor someone.

It was noted that the aim of the new policy is to articulate what an “exemplary” faculty member is.

The meeting adjourned at 5:02 p.m.

rjrm

Navigate Progress Report Process: Athletics

- Gather feedback on student performance and identify potential barriers to success
- Streamline progress report request processes by using a single request process via Navigate
 - Reduce burden on faculty, students, and coaches



1

STAGE 01

Spring 2023 Pilot with student athletes.

Campaign 1: open Feb. 13-Feb. 22

Campaign 2: open March 27-April 5

2

STAGE 02

Faculty will receive an email with a link to the progress report submission platform in Navigate. Instructors need to enter values into at least one of the prompt fields. Faculty can also log directly into Navigate to submit a progress report.

Prompts: current grade, number of absences, comments.

3

STAGE 03

Once instructor submits progress report, student receives an email notification and can view report details.

Reports can no longer be submitted after the close date. The reports can be submitted one at a time or all together.

4

STAGE 04

For Athletics pilot, Rebekah Gasner has Progress Report Viewer Access in Navigate. Reports will be filtered by sport and coaches will be notified as reports are received.

5

STAGE 05

For Athletics pilot, coaches will triage reports, follow up with students, and direct them to resources as appropriate.



How to Submit a Progress Report in EAB Navigate

1. If a progress report is requested from you, you will receive an email from “MSUB Navigate” that looks like this:



Student Feedback Request

Dear Professor 

[Click to Begin Entering Student Feedback](#)

The link above expires on 03/13/2023. If you would like to provide feedback after the expiration above, please contact your administrator.

If you have trouble with the above link, copy and paste this address into your browser:

<https://montana.campus-training3.eab.com/e/QEIXPMNhgb>

- You can also log in to Navigate as you would to submit an early alert. You will see a progress report request on your “Professor Home” landing page.
2. You may be asked to submit progress reports for all students in a course or for students in a particular group or student population. The picture below shows a progress report request for one student. Complete the progress report prompts with as much detail as possible.

Student Feedback



Your information is secure.

Security measures allow your school to adhere to government rules and regulations concerning FERPA and overall student privacy. Thank you!

Professo [REDACTED]

You have been asked to fill out progress reports for students in the following classes. Update each student based on your best knowledge of their performance at this point in the term.

BGEN-204-801-L, Business Fundamentals

	Student Name	How Many Absences?	Current Grade	Comments
1	[REDACTED]	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Submit only marked students](#)

This button will submit students you have marked as being complete (effectively removing them from your list of students). However, the students you have not marked will remain on your list. As a result, you can re-use the link in the progress report email, at any time, to continue marking the rest of the students in your classes. Repeat this process until all students have been marked in some form or fashion.

- Please note that the prompts in the progress report request may change according to the purpose of the progress report. For example, a progress report designed to assess attendance prior to the last scheduled day to withdraw/drop classes without a “W” may not ask for “Current Grade”.
3. If you are asked to submit progress reports for more than one student, you may submit reports one-by-one or at the same time after filling in the prompts for each student. The blue [Submit only marked students](#) button will allow you to submit completed reports and return at another time to submit any uncomplete reports.
 4. After you submit a progress report, the student will receive an email from a no-reply email address. The Navigate team will also receive notification that you have submitted a progress report.

If you have questions, please contact navsupport@msubillings.edu or call Katie at 406-657-1695.