

## ACADEMIC SENATE MINUTES

**DATE:** December 9, 2004

<b>PRESENT:</b>	Alan Davis	Mark Hardt
	Lorrie Steerey	Sandie Rietz
	Audrey ConnerRosberg	Mary Susan Fishbaugh
	Keith Edgerton	Randall Gloege
	Noreen Lee	Connie Landis
	Matt Redinger	Amanda Mears (ex-officio)
	Emily Valenzuela (ex-officio)	Carl Hanson (ex-officio)
	Tasneem Khaleel (ex-officio)	Janie Park (ex-officio)

<b>ABSENT:</b>	Paul Bauer – <i>excused</i>	Bruce Brumley – <i>excused</i>
	Joe Michels (ex-officio)	George White (ex-officio)
	Randy Rhine (ex-officio)	John Cech (ex-officio)
	Terrie Iverson (ex-officio)	Curt Kochner (ex-officio)

<b>GUESTS:</b>	Bob Robertus	Steve Coffman
	Brent Roberts	Lonnie Schrag
	Deanna Rieke	

**PRESIDING:** Keith Edgerton, Chair

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Keith Edgerton called the meeting to order at 3:35 p.m. in the Chancellor's Conference Room.

The minutes of December 2 were accepted as presented.

### I. DISCUSSION/ACTION ITEMS

#### A. Task Force on Retention

It was noted that the Task Force should be on recruitment and retention, not just retention.

Amanda Mears noted that the students are ready and willing to start working on the catalog cover and other projects, but they don't have the permission to do so.

It was stated that any committee involved with recruitment and retention invariably spends all its time on recruitment, and retention gets put to the side. We already have groups that are working on recruitment. This task force should be just for retention.

It was decided that the students should begin work on the catalog cover, so they will have something to present. It was noted that the students should contact the Art Students League for their input as well.

It was cited that a task force on recruitment and retention could be formed, which could then be divided into two groups, one for recruitment and one for retention.

By agreement, the Task Force on Recruitment and Retention was formed. The faculty members are:

Alan Davis ----- College of Allied Health Professions

Sandie Rietz ----- College of Education

Audrey ConnerRosberg --- College of Technology

Lorrie Steerey ----- College of Business

Keith Edgerton ----- College of Arts and Sciences

The student members are Amanda Mears for the College of Business and Emily Valenzuela for the College of Arts and Sciences, with students from CAHP, COT, and COE to follow. The Task Force is charged to come up with a plan for recruitment and retention, and the Task Force should make use of existing background data and statistics. The Task Force will report to the Academic Senate by March 3, 2005.

Lorrie Steerey stated she would chair the Task Force. Amanda Mears stated she would contact Dr. Steerey with additional student names.

## II. ITEMS FOR INFORMATION

**Item 11** BA Degree in History, Teaching Cert. Option. Modification of an existing program.

**Item 11.c** Teaching Minor in History. Modification of an existing program.

⇒ Motion by Matt Redinger, seconded by Sandie Rietz to **accept Items 11 and 11.c for information.**

Matt Redinger noted that the Senate has already approved the changes to the History programs. These two are just late arriving because they had to go through the Teacher Education Committee.

⇒ Motion carried.

**Item 29** BA Major in Art Teaching Certificate Option. Modification of an existing program.

⇒ Motion by Connie Landis, seconded by Matt Redinger to **accept Item 29 for information.**

Connie Landis stated that this change is the same as the History situation, it just had to go through the Teacher Education Committee.

⇒ Motion carried.

**Item 30.t** Teaching Minor in Theatre. Modification of an existing program.

⇒ Motion by Lorrie Steerey, seconded by Mark Hardt to **accept Item 30.t for information.**

Steve Coffman, Chair of Communication and Theatre, stated that this program change removes some courses that are no longer taught due to a faculty retirement.

⇒ Motion carried.

**Item 35.b** HHP 186 Strength Training. New course.

**Item 35.c** HHP 188 Yoga. New course.

⇒ Motion by Noreen Lee, seconded by Matt Redinger to **accept Items 35.b and 35.c for information.**

Noreen Lee stated that these courses have been offered as 292s, and are now being made into regular courses. They are not required in any program, and there are no staffing issues.

⇒ Motion carried.

**Item 38.a** Teaching Minor in Art. Modification of an existing program.

⇒ Motion by Connie Landis, seconded by Noreen Lee to **accept Item 38.a for information.**

⇒ Motion carried.

**Item 50** BS in Liberal Studies. Modification of an existing program.

⇒ Motion by Matt Redinger, seconded by Audrey ConnerRosberg to **accept Item 50 for information.**

Dean Tasneem Khaleel noted that this program change will tighten up the BSLS, including changing the upper division credit requirement so that 24 of those credits must be from MSU-Billings and also requiring that students achieve at least a “C” in their thematic concentration courses.

It was noted that the BSLS program was intended for older students, so they could bring their life experiences to their program. However, many young students are using the BSLS as an easy way out of other programs.

The Senate decided to have a discussion about the academic legitimacy of the BSLS in January.

⇒ Motion carried with 4 abstentions.

**Item 51** CMP 112 Database Management. Change rubric, number, title, and prerequisites.

⇒ Motion by Lorrie Steerey, seconded by Mark Hardt to **accept Item 51 for information.**

Lorrie Steerey stated that this course replaces the course the College of Business withdrew. College of Technology students or College of Business students can take it—the COT students in class, and the COB students online in the summer.

⇒ Motion carried.

**Item 52** AAS in Process Plant Technology. Modification of a program.

**Item 52.a** PPT 250 Power Plant Basics. New course.

⇒ Motion by Connie Landis, seconded by Matt Redinger to **accept Items 52 and 52.a for information.**

Bob Robertus of the Process Plant Technology program stated that the program modification is to change the restricted electives from 3 credits to 6 credits so the students can take the new course (Item 52.a). The new course is funded entirely by a grant.

⇒ Motion carried.

**Item 53** AAS in Medical Assisting. Modification of a program.

⇒ Motion by Lorrie Steerey, seconded by Noreen Lee to **accept Item 53 for information.**

Lonnie Schrag, Team Leader for Nursing, Health, and Safety Occupations, stated that this program change includes a major modification of the four health occupations programs at the College of Technology. Currently, the four programs are separate, and if students change their minds part way through any of the four, they have to start all over again. This modification (and three others on the way) adds a prerequisite semester where students take a common core of health courses, including a one-credit overview course of all the health occupations programs so students are well-informed. This is principally to improve retention of students who change their minds.

Deanna Rieke, Director of the Medical Assisting Program, stated that along with adding the core that Mr. Schrag spoke of, these changes also remove some courses that are mainly duplications. Keyboarding and 10-key skills are covered adequately in the computers course, and the second medical terminology course has been removed, as medical terminology is used in most of the other courses in the program.

Mr. Schrag noted that students know up front that the programs, like the Radiologic Technology program, have limits for how many students can enter. These other options are now a way the students can go if they don't make it into the Rad Tech program.

⇒ Motion carried with 1 opposed and 1 abstention.

III. ITEMS – RETURNED BY THE ACADEMIC SENATE  
FOR NUMBER REVIEW

**Item 25.b** COMT 322 Principles of Public Relations. New course.

**Item 30.f** COMT 322 Performance for the Camera. Change course number to 340.

**Item 30.i** COMT 350 Performance Theory and Criticism. New course.

⇒ Motion by Matt Redinger, seconded by Alan Davis to **accept Items 25.b, 30.f, and 30.i.**

Steve Coffman noted that the transcript issues the Senate is concerned with will only occur for a small number of people, approximately 3 or 4 people. There was no course number change presented.

⇒ Motion carried with 1 abstention.

#### IV. ITEMS – FIRST READING

**Item 13.c** EDUC 584 Student Teaching (K-12). Change rubric to EDCI.

**Item 13.d** EDUC 585 Student Teaching (Elementary). Change rubric to EDCI.

**Item 13.e** EDUC 586 Student Teaching (Secondary). Change rubric to EDCI.

⇒ Motion by Matt Redinger, seconded by Lorrie Steerey to **approve Items 13.c, 13.d, and 13.e on first reading.**

It was noted that the FTE from these courses currently goes to an administrative office, not the department that prepared the students. These changes will move that FTE to a department.

⇒ Motion carried.

**Item 28** MS Rehabilitation and Mental Health Counseling. Modification of an existing program to add a Certificate in Clinical Practice.

**Item 37.c** REHA 596 Cooperative Education/Internship. New course.

⇒ Motion by Lorrie Steerey, seconded by Sandie Rietz to **approve Items 28 and 37.c on first reading.**

Alan Davis noted that the change in the Master's program adds a certificate for licensure. Currently, when our students apply for licensure from the state, the state must search through the students' transcripts to find the required courses. This eliminates that problem because the pertinent courses are in the certificate. MSU-Billings is the last unit to make this change.

It was noted that the Senate should discuss a process for introducing a certificate into an existing program.

⇒ Motion carried.

⇒ Motion by Matt Redinger, seconded by Mary Susan Fishbaugh to **waive second reading of Items 13.c, 13.d, 13.e, 28 and 37.c.**

⇒ Motion carried.

#### V. DISCUSSION/ACTION ITEMS

B. Continued Academic Foundations Discussion: **Item 54** Academic Foundations Committee Report

Connie Landis, Academic Foundations Committee member, noted that the Committee raised the total number of submissions from 30-40 to 60-80 and rather than requesting 10

courses per college per category, the colleges will submit a prioritized list of course submissions. Randall Gloege, Academic Foundations Committee member, noted that the Committee also removed all upper division courses from Academic Foundations.

It was noted that there are still issues with FTE following instructors, departments, or students, but that is not part of this proposal.

It was cited that the timeline also needs to be modified.

The timeline was changed to:

Accept course submissions to February 28, 2005 (was January 28, 2005).

Bring recommendations to Academic Senate no later than April 14, 2005 (was March 28, 2005).

The Senate requested that the maximum number of courses be listed as “up to 80” instead of a range of 60-80.

⇒ Motion by Sandie Rietz, seconded by Mark Hardt to **approve Item 54 with changes.**

⇒ Motion carried with 1 opposed.

⇒ Motion by Connie Landis, seconded by Audrey ConnerRosberg to **waive second reading of Item 54.**

⇒ Motion carried with 1 opposed.

## VI. ANNOUNCEMENTS

The Faculty Association Executive Committee would like to meet with the Academic Senate in January. The meeting will be scheduled the Tuesday before classes start, January 18 at 10:30 am.

The Senate would like to assure that the search for a new Registrar is a national search, not something quick and dirty. Janie Park, Provost, noted that there will be an Interim Registrar, but more than likely it will be a national search. She also stated that the admissions and recruitment elements of Ms. Everett’s job may be split into two new positions. Curt Kochner, Vice Chancellor for Student Affairs, will be asked for more information.

The meeting adjourned at 5:12 p.m.

rjrm