

## ACADEMIC SENATE MINUTES

**DATE:** March 16, 2006

<b>PRESENT:</b>	Mark Hardt	Lorrie Steerey
	Paul Bauer	Audrey ConnerRosberg
	Susan Balter-Reitz	Randall Gloege
	Bruce Brumley	Craig McKenzie
	Matt Redinger	Lewis Rife (student)
	Tracie Overberg (student)	Tasneem Khaleel (ex-officio)
	George White (ex-officio)	

<b>ABSENT:</b>	Agnes Samples – <i>excused</i>	Sandie Rietz – <i>excused</i>
	Keith Edgerton – <i>excused</i>	Noreen Lee – <i>excused</i>
	David Garloff (ex-officio)	Curt Kochner (ex-officio)
	Mary Susan Fishbaugh (ex-officio)	Mary McNally (ex-officio)
	Kirk Lacy (ex-officio)	John Cech (ex-officio)
	Terrie Iverson (ex-officio)	

<b>GUESTS:</b>	Brent Roberts	Al Bummer
	Kyle Colling	Scott Martin

**PRESIDING:** Audrey ConnerRosberg, Vice Chair/Chair Elect

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

The minutes of February 23 were accepted as presented.

### I Committees

Dr. ConnerRosberg noted that Dean Tasneem Khaleel still needs someone from the Senate to serve on the subcommittees for Standards 2.a and 2.b for the NWCCU accreditation.

Dr. ConnerRosberg noted there is also a Two-Year Education Committee of the Board of Regents that has no representation from MSU-Billings. The Two-Year Committee needs

one faculty from the COT and one from the main campus. The committee meets twice a year, and last time it met during the Board of Regents meeting. Lorrie Steerey agreed to serve on this Committee. Dr. Conner Rosberg stated she would ask Dean John Cech to help her find a volunteer from the COT.

It was noted that the Standard 2 subcommittees are for the academic programs, and the steering committee agreed that a member of the Senate should sit on the subcommittee since Senate is the highest academic body on campus. The two substandards, a and b, are general requirements and assessment. Lorrie Steerey agreed to serve on the assessment subcommittee.

## II. ITEMS – FIRST READING

**Item 41** REHA 596 Cooperative Education/Internship. Change lecture hours and prerequisites.

**Item 41.a** REHA/SCOU 506 Practicum: Counseling and Therapy Techniques. Change prerequisites.

**Item 41.b** REHA 530 Case Management Principles and Plan Development. Change prerequisites.

**Item 41.c** REHA 595 Supervised Clinical Practice II. Change lecture hours and prerequisites.

**Item 41.d** REHA/SCOU 594 Clinic. Change lecture hours and prerequisites.

⇒ Motion by Lorrie Steerey, seconded by Mark Hardt to **approve Items 41, 41.a, 41.b, 41.c, and 41.d on first reading.**

Kyle Colling, Department of Rehabilitation and Human Services, stated that her department has begun using Cooperative Education for their internships, but they wanted to keep the old courses (Items 41.c and 41.d) just in case. The other courses are changing lecture hours because of accreditation requirements.

⇒ Motion carried.

⇒ Motion by Matt Redinger, seconded by Bruce Brumley to **waive second reading of Items 41, 41.a, 41.b, 41.c, and 41.d.**

⇒ Motion carried.

## III. ITEMS FOR INFORMATION

**Item 49** BIOL 456 Advanced Ecology. Change title and course description.

**Item 49.a** BIOL 457 Advanced Ecology Lab. Change title and course description

⇒ Motion by Matt Redinger, seconded by Mark Hardt to **accept Items 49 and 49.a.**

Dean Khaleel noted that these changes add “and evolution” to the titles of these courses to better reflect what is being taught in the course.

⇒ Motion carried.

**Item 57** LS 125 Research in the Information Age. New course.

⇒ Motion by Matt Redinger, seconded by Bruce Brumley to **accept Item 57.**

Brent Roberts, Librarian, stated that our students are very much in need of a course in information literacy: how to access, evaluate, and incorporate information into a paper. This course will be taught by Librarians and will help students learn to find good information.

⇒ Motion carried.

**Item 60** FIN 201, 202, 203 Financial Planning for Everyone series. Change course number and credits—combine into one course: FIN 205.

⇒ Motion by Bruce Brumley, seconded by Susan Balter-Reitz to **accept Item 60.**

Lorrie Steerey noted that this series is extremely confusing for students and difficult to schedule as three separate courses. It is easiest for all involved to make it one course.

⇒ Motion carried.

**Item 61** AAS in Diesel Technology. Modification of an existing program.

**Item 61.a** Diesel Technology Certificate. Modification of an existing program.

**Item 61.b** DIES 110 Diesel Engines Theory. Delete course.

**Item 61.c** DIES 115 Gasoline and Diesel Engine Maintenance and Overhaul. Delete course.

**Item 61.d** DIES 120 Power Trains, Chassis and Maintenance I. Delete course.

**Item 61.e** DIES 125 Power Trains, Chassis and Maintenance II. Delete course.

**Item 61.f** DIES 130 Hydraulics and Preventative Maintenance I. Delete course.

**Item 61.g** DIES 135 Hydraulics and Preventative Maintenance II. Delete course.

**Item 61.h** DIES 145 Electrical Systems. Delete course.

**Item 61.i** DIES 150 Electronic and Manual Fuel Injection Systems. Delete course.

**Item 61.j** DIES 110 Introduction to Hydraulics. New course.

**Item 61.k** DIES 115 Introduction to Diesel Fuel Systems. New course.

**Item 61.L** DIES 130 Diesel Engine Overhaul. New course.

**Item 61.m** DIES 155 Advanced Hydraulics and Pneumatics. New course.

**Item 61.n** DIES 245 Heavy Duty Powertrains/Powershifts. New course.

**Item 61.o** DIES 250 Heavy Duty Chassis. New course.

**Item 61.p** DIES 255 Applied Diesel Service Operations. New course.

**Item 61.Q** DIES 260 Diesel Engine Diagnosis and Troubleshooting. New course.

**Item 61.r** DIES 277 Introduction to Hydraulics. New course.

⇒ Motion by Lorrie Steerey, seconded by Mark Hardt to **accept Items 61, 61.a, 61.b, 61.c, 61.d, 61.e, 61.f, 61.g, 61.h, 61.i, 61.j, 61.k, 61.L, 61.m, 61.n, 61.o, 61.p, 61.Q, and 61.r.**

Craig McKenzie stated that this is a rewrite of the diesel program. The current program has large credit block courses. This revision will break up some of those large blocks and bring the program more in line with accreditation standards. The total content, credits, and instructor load will not change. Al Bummer, Diesel Instructor, noted that the program's advisory board is very happy about this change.

It was noted that DIES 277 (Item 61.r) has the same title as DIES 110 (Item 61.j). Mr. McKenzie stated that there is an error on the title of 277. It should be "Advanced Fuel Systems and Diesel Engine Controls." The title of the course was corrected on the paperwork.

⇒ Amended motion by Lorrie Steerey, seconded by Mark Hardt to **accept Items 61, 61.a, 61.b, 61.c, 61.d, 61.e, 61.f, 61.g, 61.h, 61.i, 61.j, 61.k, 61.L, 61.m, 61.n, 61.o, 61.p, 61.Q, and 61.r as corrected.**

⇒ Motion carried.

**Item 62** AAS in Automotive Technology. Modification of an existing program.

**Item 62.a** Certificate in Automotive Technology. Modification of an existing program.

⇒ Motion by Mark Hardt, seconded by Susan Balter-Reitz to **accept Items 62 and 62.a.**

Mr. McKenzie noted that this is just a change in the plan of study for the two programs. Also, there is a change in math requirements, as a blanket math course change affected this program.

⇒ Motion carried.

#### IV. DISCUSSION/ACTION ITEMS

##### A. Academic Computing & Allied Technology Committee Report Bruce Brumley, Chairperson

Mr. Brumley noted that the committee met with Michael Barber, Chief Information Officer, who told them about what is going on in Information Technology and what they plan to do. Mr. Brumley asked the Senate what the Committee should be doing.

It was noted that most of the functions of this committee have been met. Is the committee still necessary? It was agreed that since the committee will meet at least once more, the Senate will wait until that meeting has occurred before discussion of removal of the committee.

B. System of Controls for Transfer  
Provost White

Dr. White noted that the Board of Regents, as part of their new policies, have decided that all campuses must have a 10 day limit on turn-around for transfer students. This means that from the time the student makes first contact for transfer to their transferred courses being entered into Banner cannot take more than 10 days. Usually, there is no problem with our current system, but the issues arise during breaks for winter and summer. The current system is thus: the chair of the department for the student's major looks at the transcript to work out which courses are appropriate for general education and major requirements. If that chair has questions regarding general education courses out of their expertise, they contact the appropriate chair of that department. If that chair is unavailable, there is a delay. Another problem is the major chair deciding that courses are appropriate, and the courses are not then checked by other departments until the student is applying to graduate. There are no checks and balances for transfers.

It was noted that each department chair for each general education category could review the student's transcript. It was cited that plan cannot be accomplished in 10 days.

Dr. White stated that what we need is a backup plan for when department chairs are unavailable. Courses are automatically accepted if we have an articulation agreement or a history of accepting a course. The problem comes when each individual course must be checked by a department chair. The CBA specifies that the department chair must do this.

Mark Hardt noted that for his advisees, he asks the department chair for a letter accepting the student's transfer course to place in the student's file.

Tracie Overberg stated that MAS (Montana Associated Students) negotiated with the BOR \$3 million would go to improving the transfer process, specifically the website for transfer. It would be a concrete list that is constantly updated by registrars.

It was noted that in the case of department chairs being unavailable, a backup is needed. Perhaps the UCC or Graduate Committee could be asked to evaluate the transfer course. It was noted that those committees don't meet during breaks and summer. It was observed that the course review could be done via email. It was noted that the Academic Standards and Scholastic Standing Committee would be more appropriate for this kind of review, and they meet in the summer.

⇒ Motion by Lorrie Steerey, seconded by Bruce Brumley that the Senate recommends transfers be handled by the Academic Standards and Scholastic Standing Committee as a back up when a department chair is unavailable.

It was noted that perhaps each department could develop a standard of transferability for their general education courses. It would be a list of things a transfer course would have to meet to apply to MSU-Billings' general education requirements.

It was noted that another option would be if a chair is unavailable, the transfer course would go to the dean for evaluation. It was noted that deans can be just as hard to reach as faculty, and this also blurs the line between administration and faculty.

It was observed that the Academic Standards and Scholastic Standing Committee only has representation by college. In order to be able to review any course, the Committee would have to have representation from each *department*.

⇒ Motion carried.

Lorrie Steerey, Audrey ConnerRosberg, and Mark Hardt agreed to draft a formal recommendation for second reading.

#### C. March Board of Regents Meeting

Dr. ConnerRosberg noted that MSU-Billings had excellent student representation at the meeting. Also, the faculty group put together a proposal that calls for all academic administrators (i.e., vice presidents, deans, department heads) to be evaluated on a regular basis and that some feedback and response is given from those evaluations. (The proposal is attached to these minutes.)

Student Affairs is holding a luncheon on retention on March 23. Faculty are encouraged to attend.

The meeting adjourned at 5:00 p.m.

rjrm