

## ACADEMIC SENATE MINUTES

**DATE:** November 2, 2017

<b>PRESENT:</b>	Suzette Nynas	Jim Barron
	Scott Butterfield	Cindy Dell
	Susan Gilbertz	Joy Honea
	Vern Gagnon	Kelly Shumway
	Paul Pope	Sarah Keller
	Rachael Waller	Matt Redinger (ex-officio)

<b>ABSENT:</b>	Kelly McCoy*	Heather Thompson-Bahm*
	Katelyn Focht (student)*	Diane Duin (ex-officio)*
	Christine Shearer (ex-officio)*	Mary Susan Fishbaugh (ex-officio)*
	Clifford Coppersmith (ex-officio)*	Robert Hoar (ex-officio)*
	Terrie Iverson (ex-officio)	Joe Oravec (ex-officio)
	* <i>excused</i>	

<b>GUESTS:</b>	Melinda Tilton	Victor White
	Lonnie Schrag	Kevin Nemeth
	Darlene Hert	Harold Olson
	Kat Pfau	Florence Garcia

**PRESIDING:** Susan Gilbertz, Chair

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Susan Gilbertz called the meeting to order at 3:40 p.m. in the City College Health Science North Conference Room.

The minutes of October 5 were accepted as presented.

### I. ANNOUNCEMENTS

Senators are invited to the 10:45 a.m. session of the Chancellor Search tomorrow. All campus groups are invited to the forum at 1:00 p.m.

## II. CHANCELLOR/PROVOST REPORT

The Chancellor and Provost are in Bozeman for the OneMSU meeting.

## III. OTHER REPORTS

Vice Provost Matt Redinger noted that, as we approach our deadline for the NWCCU accreditation report, we had to get administrative officer reviews done. In the past, the data from the many parties involved in an administrator evaluation was put together by the Center for Applied Economic Research, but since the Center is no more, and we had leadership turnover in the last few years, the evaluations were not getting done. FutureSYNC International, which also generated the Jacket Proud initiative, had an existing administrator evaluation process, so we used it because we are up against the NWCCU report deadline. We are now aware that faculty were not adequately represented, especially in the Dean reviews. We need to work together to find a way to evaluate our administrators that involves faculty, but we also need to move away from the extremely time-consuming processes used in the past. It was noted that so few faculty were involved in the most recent evaluations, the validity of the results could be called into question. It was cited that although it would be excellent to survey all faculty involved for each evaluation, the security and confidentiality of the data, as well as the huge amount of data processing are really the issues. Vice Provost Redinger will return to report on steps toward a more inclusive process in the future.

## IV. DISCUSSION/ACTION ITEMS

### **A. Dual Enrollment: Oversight and Assessment**

Guests: Kevin Nemeth, Director of Extended Campus & Harold Olson, Coordinator for Dual Enrollment

The question had been raised as to whether there is any oversight of the delivery of MSUB courses in the high schools. Vice Provost Redinger noted that just last weekend, they held a mini-conference where the high school teachers participating in the program met with their MSUB mentors to discuss how the courses were working. It was an overwhelmingly positive experience, and they are now planning to hold this conference at least once a year, if not more often.

Mr. Olson noted that when a high school teacher expresses interest in teaching a Dual Enrollment course, the first thing is getting that teacher's credentials to the MSUB department and mentor. If the Department is not agreeable to having that person teach, we don't move forward. However, if all parties are in agreement, the curriculum is then examined for gaps to match the high school course as close as possible with the college requirements. The mini-conference was very successful in generating networking opportunities, and did have some grant funding to get it rolling. They are now talking about City College instructors doing an in-service with teachers at the Career Center.

The Dual Enrollment program is growing, as dual credit is across the nation, and we are taking it one step at a time. Hopefully enough structures and procedures are in place that even if Mr. Olson is gone, the program will carry on. It was noted that these teachers are probably getting more supervision than part-time faculty on campus.

It was cited that part of the mentor's responsibility is to follow up with the mentee. It was noted that the best assessment of the students' learning will be their level of success in their next course. Mr. Nemeth noted that we are aligning our process with a national accrediting body to ensure rigor in the courses.

## V. ITEMS FOR INFORMATION

**Item 9** Committee Roster for 2017-2018 (revised)

**Item 20** Emeritus Nomination: Terry Blackwell, Department of Rehabilitation & Human Services, College of Allied Health Professions. For information.

⇒ Motion by Paul Pope, seconded by Cindy Dell to **accept Items 9 and 20 for information.**

⇒ Motion carried.

## VI. CONSENT AGENDA

**Item 10** Associate of Science in Nursing (ASN). Modification to an existing program.

⇒ Motion by Vern Gagnon, seconded by Cindy Dell to **approve the consent agenda.**

⇒ Motion carried.

## VII. ITEMS – FIRST READING

**Item 11** AAS in Automobile Collision Repair and Refinishing Technology. Modification to an existing program.

**Item 11.a** Certificate of AS in Automobile Collision Repair Technology. Modification to an existing program.

**Item 11.b** Certificate of AS in Automobile Refinishing Technology. Modification to an existing program.

**Item 11.c** ABDY 101 Introduction to Estimating. New course.

**Item 11.d** ABDY 110 Introduction to Collision Repair. New course.

**Item 11.e** ABDY 120 Non-Structural Collision Repair. New course.

**Item 11.f** ABDY 150 Refinish Safety. New course.

**Item 11.g** ABDY 160 Automotive Undercoats. New course.

**Item 11.h** ABDY 170 Automotive Topcoats. New course.

**Item 11.i** ABDY 201 Advanced Estimating. New course.

**Item 11.j** ABDY 220 Structural Collision Repair. New course.

**Item 11.k** ABDY 240 Aluminum Repair. New course.

**Item 11.L** ABDY 270 Advanced Refinishing. New course.

**Item 11.m** ABDY 275 Waterborne Paint Systems. New course.

**Item 11.n** ABDY 280 Custom Painting. New course.

⇒ Motion by Vern Gagnon, seconded by Paul Pope to **approve Items 11 through 11.n on first reading.**

This overhaul of the program is partly due to the Auto Body program going from two faculty to one, so the program will alternate: one year collision and one year paint. Course deletions for the old program will come later.

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Jim Barron to **waive second reading of Items 11 through 11.n.**

⇒ Motion carried.

**Item 13** Certificate of AS in Ultrasound Technology. New program.

**Item 13.a** AHUS 100 Introduction to Ultrasound. New course. (Offered only online.)

**Item 13.b** AHUS 101 Ultrasound Instrumentation. New course. (Offered only online.)

**Item 13.c** AHUS 102 Abdominal Sonography. New course. (Offered only online.)

**Item 13.d** AHUS 103 Obstetrical (OB) and Gynecologic (GN) Sonography. New course. (Offered only online.)

**Item 13.e** AHUS 104 Clinical Experience I. New course.

**Item 13.f** AHUS 105 Clinical Experience II. New course.

**Item 13.g** AHUS 106 Sectional Anatomy. New course. (Offered only online.)

**Item 13.h** AHUS 107 Ultrasound Physics. New course. (Offered only online.)

**Item 13.i** AHUS 108 Clinical Experience III. New course.

⇒ Motion by Paul Pope, seconded by Vern Gagnon to **approve Items 13 through 13.i on first reading.**

Victor White, Radiologic Technology, noted that there is great demand in the area for ultrasound technicians. City College is starting with just the general certificate, but hope to expand into specialized areas soon. This Certificate program will be geared toward people already in the healthcare field. Lonnie Schrag, Chair of Nursing, Health and Safety, noted that this will be the only ultrasound program in the state—the nearest program is Cheyenne, Wyoming. Mr. White noted that each Billings hospital can only take two students, so they will be working with other regional hospitals to expand clinical

space. The clinical can be set up anywhere there is a qualified instructor, so this program is not just available in the Billings area. City College will have to hire one part-time faculty member to help cover the Radiology Tech program as Mr. White moves to teach these new courses.

⇒ Motion carried.

⇒ Motion by Vern Gagnon, seconded by Scott Butterfield to **waive second reading of Items 13 through 13.i.**

⇒ Motion carried.

#### VIII. DISCUSSION/ACTION ITEMS continued

##### **A. Library Committee: Purpose, Size, Placement of Junior Faculty**

Guest: Darlene Hert, Director, Library

Ms. Hert noted that the Library Committee bylaws are very outdated. For instance, they still list the Director as Library *and Audio-Visual Services*, which haven't been in the Library for ten years. She would like to see the committee members as champions for the Library. The current librarians are now serving as Library Liaisons, and these people are there to work with faculty on what kind of resources the Library can procure for classes. The Library is also part of the TRAILS consortium of 24 academic libraries, who can work together to secure reduced prices for databases, streaming services, and other options. The biggest thing the committee can do is help communication with the faculty on how the Library can help.

It was suggested that the Library Committee be disbanded and instead, a liaison be selected from each department to work with the Library on a regular basis to enhance communication. Ms. Hert agreed that this proposal would work well.

⇒ Motion by Kelly Shumway, seconded by Cindy Dell to **remove the Library Committee from the Senate bylaws, notify the current members and thank them for their service, and add the Director of the Library as an ex-officio member of the Senate.**

Ms. Hert will create a letter to be sent to the current Library Committee members, thanking them for their service.

⇒ Motion carried.

A second reading of the bylaws modification will be at the next meeting.

**C. New Textbook Ordering Process**

We are moving toward no textbooks in the campus bookstore, and instead using a website buyer. If we sign on with them, they guarantee the books will arrive on time, assuming students order in time. However, if financial aid has not arrived in time, our book loan program may need to expand. At the same time, financial aid is requiring earlier and earlier dates, so last-minute awarding doesn't happen that much anymore. The book-seller will be able to go down to the section level. They are trying to roll this out for Spring 2018.

The meeting adjourned at 5:03 p.m.

rjrm

## **Library Liaisons**

**11-1-2017**

- Eileen Wright - College of Education
- Eileen Wright - City College
- TyRee Jenks - College of Allied Health
- Megan Thomas - College of Business
- Megan Thomas - College of Arts & Sciences – English, Philosophy & Modern Languages
- Cheryl Hoover - ASMSUB
- Cheryl Hoover - College of Arts & Sciences – History, Biological & Physical Sciences, Communication & Theatre
- Cheryl Hoover – E-learning
- Vacant – College of Arts & Sciences – Music, Art, Social Sciences, Political Science, Native American Studies, Environmental Studies, Math



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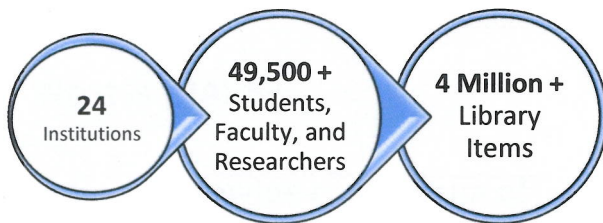
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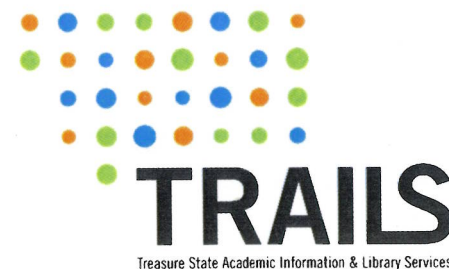
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