

**ACADEMIC SENATE MINUTES****DATE:** February 6, 2025

**PRESENT:** Suzette Nynas  
Jennifer Scroggins  
Kari Dahle-Huff  
Austin Bennett  
Melissa Boehm  
Lamiya Husen (student)  
Tami Haaland (ex-officio)  
Vern Gagnon (ex-officio)  
Kim Hayworth (ex-officio)

Josh Hill  
Susan Gregory  
John Pannell  
Paul Pope  
Sarah Keller  
Kurt Toenjes (ex-officio)  
Susan Gilbertz (ex-officio)  
Susan Balter-Reitz (ex-officio)  
Eileen Wright (ex-officio)

**ABSENT:** Matt Queen\*  
Heather Thompson-Bahm\*  
Melanie Reaves (ex-officio)  
Leslie Weldon (ex-officio)\*  
*\* excused*

Debra Schoenfeld\*  
Vikash Kumar (student)  
Richard Beer (ex-officio)\*  
Sam Boerboom (ex-officio)

**GUESTS:** Elaine Westbrook  
Rachael Waller  
Alisa Batchelor

Jana Marcette  
Kathleen Thatcher  
Cheri Johannes

**PRESIDING:** Suzette Nynas, Chair

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

**I. ANNOUNCEMENTS**

Please RSVP for Faculty Excellence.

The final Provost candidate is next week. If you participated in any of the open forums or meetings, please provide feedback on any of the candidates through the Qualtrics link.

## II. ACCEPTANCE OF MINUTES

The minutes of January 23 were accepted as presented.

## III. PROVOST & VICE CHANCELLOR REPORTS

Provost Beer is unable to attend today's meeting.

Vice Chancellor for Administration & Finance Leslie Weldon is also unable to attend today, but her report is attached to these minutes.

A question was raised about hiring out-of-state workers (from Ms. Weldon's report). If we hire part-time faculty from out-of-state, we must pay their state's worker's compensation insurance, and they are usually fees associated, as well. HR is putting a guide together for Deans and Department Chairs.

### **Vice Chancellor for Student Access & Success Kim Hayworth**

Dr. Hayworth presented enrollment numbers, as yesterday was Census Day (report attached to these minutes).

Cheri Johannes, Registrar, noted that this semester, we have a little over 1300 Dual Enrollment students. Dr. Hayworth noted Dual Enrollment students comprise 11% of our credit hours. Dr. Johannes also noted that our enrollment information is publicly available on the Montana University System website:  
<https://mus.edu/data/dashboards/student-dashboards.html>

Dr. Hayworth reported Resident Assistant applications are due February 14. Please encourage students to apply.

## IV. OTHER REPORTS

### **AI Subcommittee Report**

They've held a first reading of the draft policy and may have a finished policy by the end of February.

## V. ITEMS FOR APPROVAL

Title	Status	Received
Group 1		
EDU 397M: Methods K-8:Intgrtn Arts/Curr	Edited	1/27/2025
SCIN 101: Integrated Sciences I	Edited	1/27/2025
SCIN 103: Integrated Sciences II	Edited	1/27/2025
Broadfield Major in Elementary Education Bachelor of Science in Education Degree	Edited	1/27/2025
Elementary Education/Special Education (P-12) Double Major Bachelor of Science in Education Degree	Edited	1/27/2025

⇒ Motion by Paul Pope, seconded by Kari Dahle-Huff to **approve Group 1.**

Elaine Westbrook, Educational Theory & Practice, noted that since the Integrated Sciences courses have moved to COE, she will be teaching them with integrated labs, rather than separate lab courses. This will actually add one credit, as before Education majors took two lectures and one lab totaling seven credits. They will now take two integrated lecture/lab courses for eight credits total. To balance this, EDU 397M is reduced in credits.

Rachael Waller, Chair, Educational Theory & Practice, noted they are in the process of updating the learning outcomes for these programs.

⇒ Motion carried.

## VI. DISCUSSION/ACTION ITEMS

### A. Stacked Courses Policy Subcommittee

The Senate Executive Committee decided we need to create a policy for these courses, and so a subcommittee needs to be convened. Dr. Nynas will participate, and Melissa Boehm, Jennifer Scroggins, and Susan Gregory volunteered. Dr. Johannes also volunteered for the subcommittee.

It was noted the subcommittee should consult with the faculty unions, as this will impact workload.

### B. Online Instructors Not Meeting Contact Requirements

Sue Balter-Reitz, Special Assistant to the Provost, noted that the policy is pretty clear and our accreditors will ask about it. Our Regular and Substantive Interaction policy (<https://catalog.msubillings.edu/undergraduate/admissions-registration/academic-policies-procedures-scholastic-requirements/>) applies to *fully online* courses. The federal government has four elements that must be met: (1) the interactions must be instructor-initiated, (2) interactions must be predictable, (3) substantive interaction is based on course materials, and (4) the interactions must be with the instructor, not a TA or other assistant. Types of interaction are up to the instructor. Don't substitute publisher materials for instructor interaction.

It was noted that reminder of these requirements when hiring part-time, online instructors would be helpful. Departments and/or programs are responsible for making sure regular and substantive interaction is happening. We know that most of our online courses are meeting the regular and substantive interactions requirements because of peer reviews. However, if an issue is brought to the attention of the Deans, they have no way to verify if the course is meeting the requirements or not, as they do not have access to the online course. Encouraging additional peer reviews, perhaps of all online courses, would be a good idea. DRTC guidelines could also include more peer reviews for online courses. Kurt Toenjes will bring this issue to FACC.

It was cited that since we are transitioning to a new LMS in Canvas, it would be a good time to remind everyone of the Regular and Substantive Interaction policy.

### **C. Draft Retirement with Distinction Policy**

A discussion of the criteria clarified that Lecturers may have a variety of ways to meet the criteria, and the appropriate City College levels were included. Some typos were fixed.

⇒ Motion by Paul Pope, seconded by John Pannell to **approve the policy as amended.**

⇒ Motion carried.

A second reading of the policy will be at the next meeting.

### **D. Anti-Transgender Policies at Federal and State Levels**

How are we going to support our students?

It was noted that the 1964 Civil Rights Act made it illegal to discriminate based on sex, so our actions won't really change. Executive Orders cannot create law; however, they can affect how policy is implemented, effectively making law.

The question was raised as to whether we can make more bathrooms on campus gender-neutral. It was responded that building capacities are based on how many bathrooms are available, so it's more complex than converting a multi-stall bathroom to a single gender-neutral bathroom.

It was suggested that a toolkit for supporting trans students could be created and offered to faculty. It could include information about the Chosen Name policy, a list of gender-neutral bathrooms on campus, safe-space training, and so on. It was further suggested that Senate can get ahead of the problem and declare our stance.

It was noted representation matters and none of our marketing materials include transgender students. That is important to change.

The Senate will return to this topic.

The meeting adjourned at 4:49 p.m.

rjrm

**February 6, 2025**

**Administration and Finance**

Waiting on MSU Bozeman to post RFPs for Pour Rights and Food Service

**Business Services**

Preparing Tuition & Fee Schedules to submit to MSU/OCHE

**Facilities**

**Security Cameras**

Electricians are working to install security cameras across both campuses, they are currently working in the parking garage.

**McMullen**

Contractors working to install flooring, repair walls and paint. Exterior work is complete as far as possible for now. There will be additional landscaping and cleanup as we get closer to spring. The full McMullen parking lot can now be used.

**PE Building.**

The roof replacement contract was awarded to Dave Loden Construction. They are the same contractor that replaced the roof in 1993. They will begin work in the spring of 2025.

**Library**

The carpet on the ground floor is complete. LI 231 wall repair is underway. The flooring is scheduled for installation the week of February 17th. Final seating and technology updates will be completed after flooring. LI 231 is expected to be back online by the first week of March.

**LA Building**

Working with the Art Department to determine an interim solution to preserve the Northcutt Steele gallery while we remedy the underlying cause of the leaking.

**Cisel**

Demolition work will take place in room 001 the week of February 10th.

**Campus Wide**

Electricians are working on updating security cameras across both campuses.

RMTD has given the final approval for the retaining wall rebuild outside of the Yellowstone Science building.

**Finance**

**Budget**

- FY26 Budget Workbooks are being created
- FY26 Personnel Budgets
- Department budget review for FY26 preparation

**Payroll**

- Vendor payments
- Securing out of state business licenses and setting up workers compensation and unemployment for PT faculty hires outside of Montana
- Development of the summer session calendar
- List of Non-Tenured Fixed Term Faculty
- Pippenger and merit awards
- Ellucian Experience

**Finance**

- Working on the BOR Athletics report, CUPA, IPEDS, and UBIT reports.
- KEMC Audit is ongoing
- LAD Financial Statement Audit is almost finished, just waiting on a Bozeman component unit

- Space Rentals & Administrative Assessments
- Athletics Quarterly Camp Commissions
- Insurance Reimbursements

## **Human Resources**

- Spring Well Checks are scheduled for February 27 and April 15<sup>th</sup> and 16<sup>th</sup>.

## **IT**

- Working on an interactive campus map that will be available for review in the coming weeks.
- Local right rights removal for COB and COE faculty will begin on February 7<sup>th</sup>. Attending department chairs meetings for CLASS and CHPS to discuss their timelines.
- Experimenting with AI video generation that has an AI avatar read a script over the presentation.
- Equipment in McMullen 305 will be upgraded over Spring Break.

Includes Unpaid Students

MSU Billings  
Registration Report  
Spring 2025

	Current Semester	Previous Spring Semester: 0 Days to 15th Day	Previous Spring 15th Day	Previous Spring End of Term	Internal Target Spring 2025	Difference Current - Prev Day	Difference Current - Prev Sem	Difference Current - 15th Day	Difference Current - Previous Spring End of Term	Difference Current - Internal Target
<b>Headcount</b>										
University Campus	1,923	1,984	1,984			-2	-61	-61		
Undergraduate	1,683	1,705	1,705			-2	-22	-22		
Graduate	240	279	279			0	-39	-39		
City College	2,132	2,000	2,000			68	132	132		
Undergraduate	2,132	2,000	2,000			68	132	132		
Graduate	0	0	0			0	0	0		
<b>Total</b>	<b>4,055</b>	<b>3,984</b>	<b>3,984</b>			<b>66</b>	<b>71</b>	<b>71</b>		
Undergraduate	3,815	3,705	3,705			66	110	110		
Graduate	240	279	279			0	-39	-39		
<b>FTE</b>										
University Campus	1,985.32	1,976.10	1,976.10	1,980.62	1,980.62	-2.53	9.22	9.22	4.70	4.70
Undergraduate	1,824.07	1,800.27	1,800.27	1,804.20	1,804.20	-2.53	23.80	23.80	19.87	19.87
Graduate	161.25	175.83	175.83	176.42	176.42	0.00	-14.58	-14.58	-15.17	-15.17
City College	569.93	574.67	574.67	575.07	575.07	8.73	-4.74	-4.74	-5.14	-5.14
Undergraduate	569.93	574.67	574.67	575.07	575.07	8.73	-4.74	-4.74	-5.14	-5.14
Graduate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2,555.25</b>	<b>2,550.77</b>	<b>2,550.77</b>	<b>2,555.69</b>	<b>2,555.69</b>	<b>6.20</b>	<b>4.48</b>	<b>4.48</b>	<b>-0.44</b>	<b>-0.44</b>
Undergraduate	2,394.00	2,374.94	2,374.94	2,379.27	2,379.27	6.20	19.06	19.06	14.73	14.73
Graduate	161.25	175.83	175.83	176.42	176.42	0.00	-14.58	-14.58	-15.17	-15.17



## Fall 2024 Cohort: Fall to Spring Retention at MSUB

Cohort  
Fall 2024 Cohort

Retention Rate  
Fall to Spring

Stu Type  
All

Subpopulation  
All Students

Residency  
All

MSUB Org Unit  
MSUB Overall

Enrollment Status  
All

Gender  
All

Race  
All Students

Degree Category  
All

Cohort Size

783

# Retained

611

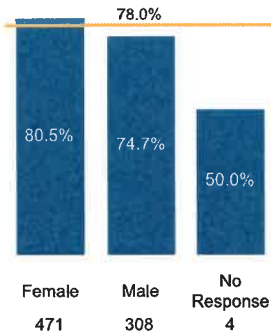
% Retained

78.0%

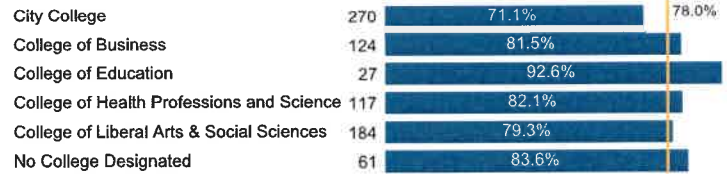
Overall Cohort Target

83.15%

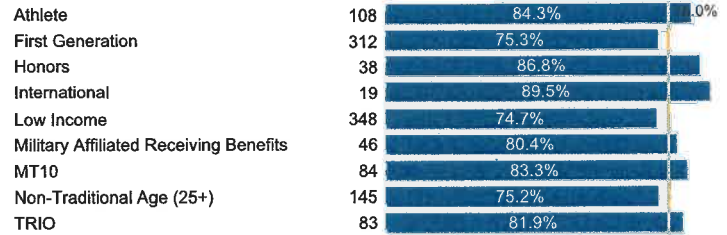
Gender



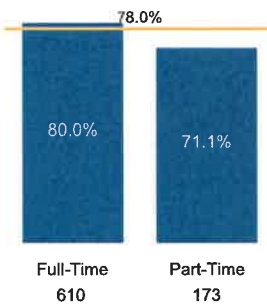
College



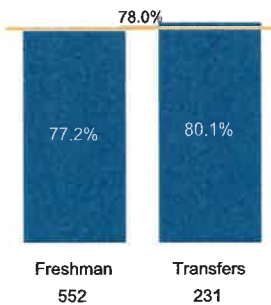
Subpopulation



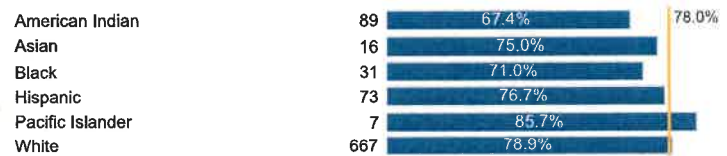
Enrollment Status



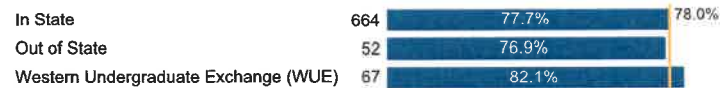
Student Type



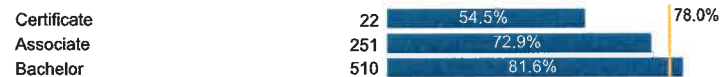
Race



Residency

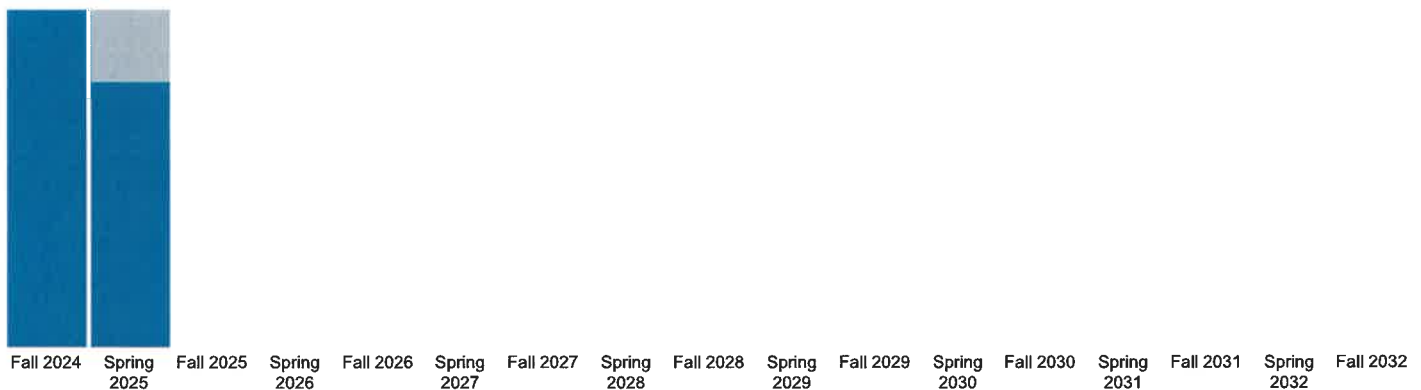


Degree Category



\*Yellow lines above represent cohort overall as filtered

Cohort over Time



February 6, 2025





## Fall 2024 Cohort: Fall to Spring Retention at MSUB

Cohort  
Fall 2024 Cohort

Retention Rate  
Fall to Spring

Stu Type  
All

Subpopulation  
All Students

Residency  
All

MSUB Org Unit  
University Campus

Enrollment Status  
All

Gender  
All

Race  
All Students

Degree Category  
All

Cohort Size

513

# Retained

419

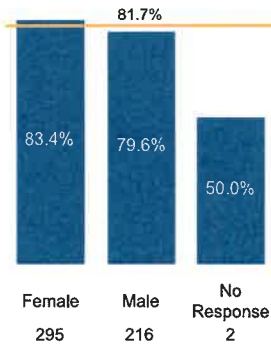
% Retained

81.7%

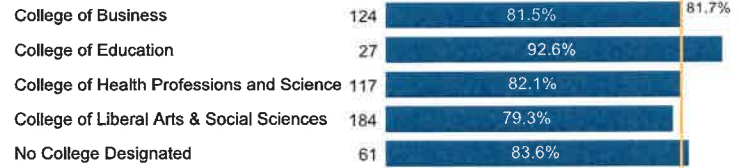
Overall Cohort Target

83.15%

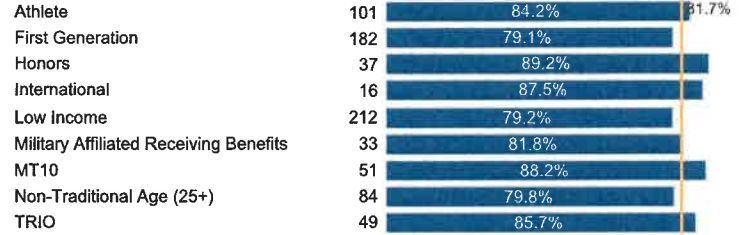
Gender



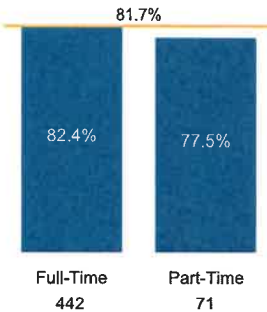
College



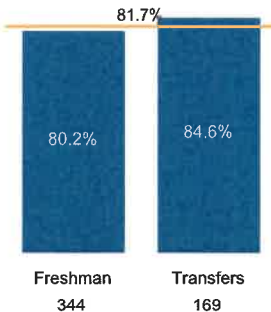
Subpopulation



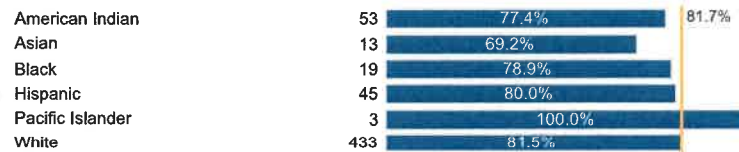
Enrollment Status



Student Type



Race



Residency



Degree Category



\*Yellow lines above represent cohort overall as filtered

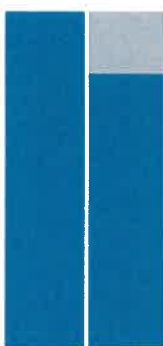
Cohort over Time

Enrolled

Readmitted

Completed

Not Enrolled and No Completion



Fall 2024 Spring 2025 Fall 2025 Spring 2026 Fall 2026 Spring 2027 Fall 2027 Spring 2028 Fall 2028 Spring 2029 Fall 2029 Spring 2030 Fall 2030 Spring 2031 Fall 2031 Spring 2032 Fall 2032

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## Fall 2024 Cohort: Fall to Spring Retention at MSUB

Cohort  
Fall 2024 Cohort

Retention Rate  
Fall to Spring

Stu Type  
All

Subpopulation  
All Students

Residency  
All

MSUB Org Unit  
City College

Enrollment Status  
All

Gender  
All

Race  
All Students

Degree Category  
All

Cohort Size

270

# Retained

192

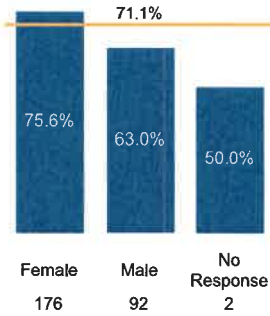
% Retained

71.1%

Overall Cohort Target

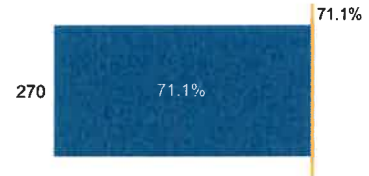
83.15%

Gender



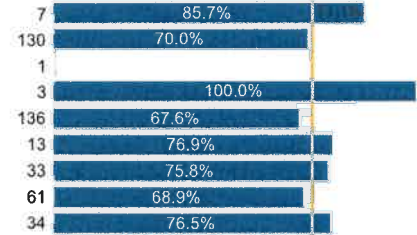
College

City College

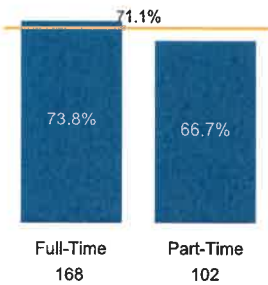


Subpopulation

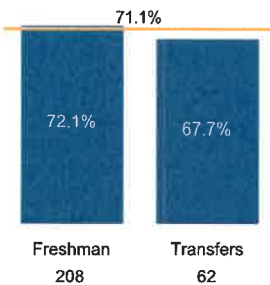
Athlete  
First Generation  
Honors  
International  
Low Income  
Military Affiliated Receiving Benefits  
MT10  
Non-Traditional Age (25+)  
TRIO



Enrollment Status

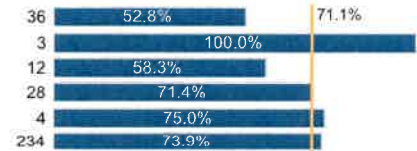


Student Type



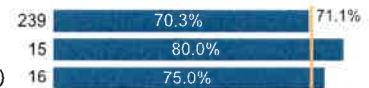
Race

American Indian  
Asian  
Black  
Hispanic  
Pacific Islander  
White



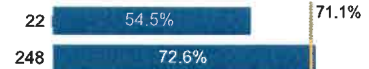
Residency

In State  
Out of State  
Western Undergraduate Exchange (WUE)



Degree Category

Certificate  
Associate



\*Yellow lines above represent cohort overall as filtered

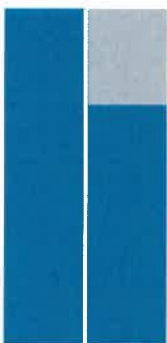
Cohort over Time

Enrolled

Readmitted

Completed

Not Enrolled and No Completion



Fall 2024 Spring 2025 Fall 2025 Spring 2026 Fall 2026 Spring 2027 Fall 2027 Spring 2028 Fall 2028 Spring 2029 Fall 2029 Spring 2030 Fall 2030 Spring 2031 Fall 2031 Spring 2032 Fall 2032

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