

ACADEMIC SENATE MINUTES**DATE:** April 3, 2025

PRESENT: Suzette Nynas
Susan Gregory
John Pannell
Paul Pope
Sarah Keller
Tami Haaland (ex-officio)
Melanie Reaves (ex-officio)
Richard Beer (ex-officio)
Kim Hayworth (ex-officio)

Josh Hill
Kari Dahle-Huff
Austin Bennett
Melissa Boehm
Kurt Toenjes (ex-officio)
Susan Gilbertz (ex-officio)
Vern Gagnon (ex-officio)
Sue Balter-Reitz (ex-officio)
Sam Boerboom (ex-officio)

ABSENT: Matt Queen*
Debra Schoenfeld*
Lamiya Husen (student)*
Leslie Weldon (ex-officio)*
* *excused*

Jennifer Scroggins*
Heather Thompson-Bahm*
Vikash Kumar (student)
Eileen Wright (ex-officio)

GUESTS: Jana Marcette
Andrea Aebersold
Alisa Batchelor

Cheri Johannes
Eric Gilbertsen

PRESIDING: Suzette Nynas, Chair

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

I. ANNOUNCEMENTS

Pow Wow is this weekend; they are still looking for volunteers.

The Staff Award nominations are now open.

Senator elections are open, conducted via Qualtrics. They end April 9.

Terms for Senators Austin Bennett, Sarah Keller (going on sabbatical), and Susan Gregory end with this meeting. The Senate thanked them for their service, with a special thank you to Dr. Gregory. It is unusual to have someone willing to be on Senate in their last year before retirement!

II. ACCEPTANCE OF MINUTES

The minutes of March 20 were accepted as presented.

III. PROVOST & VICE CHANCELLOR REPORTS

Provost Beer reported that, at the Chief Academic Officers meeting last week, MSUB received approval to delete the Psychology Teaching Minor, Health and Physical Education Teaching Minor, and Geography Minor. The Criminal Justice Master of Science was also approved. The renaming of the Computer Systems Technology AAS has been delayed.

Reports for the Vice Chancellor for Student Access & Success and Vice Chancellor for Administration & Finance are attached to these minutes.

IV. OTHER REPORTS

Canvas Update

Sue Balter-Reitz, Director of Online Initiatives, OCHE

Dr. Balter-Reitz noted that the main concern right now is sunsetting D2L. On June 30, 2025, D2L will be completely gone, along with any materials stored therein. Please check your D2L email and forward anything to be kept, because all of that will disappear. If there are any student works you want to keep, download those now, as well. We are required to archive the last five years' worth of courses, and those archives will be kept for two years. However, that information will not be easily accessible.

The Center for Teaching and Learning (CTL) has many resources as well as drop-in help for Canvas. The same resources are also available for part-time faculty. Part-time faculty should have access to Canvas if they have an active MSUB email. Dr. Balter-Reitz will also be requesting that part-time faculty emails be kept active over this summer, to allow time for access and training. Provost Beer noted that newly hired faculty can also get early access; there is a form to fill out for that.

V. DISCUSSION/ACTION ITEMS

A. CTL Project on Faculty Workload/Committees

Andrea Aebersold, Director & Eric Gilbertsen, Faculty Co-Director, Center for Teaching and Learning

Dr. Aebersold stated they had a large grant-funded project on faculty workload and service. With that grant now on hold indefinitely, they have decided to move forward on the part of the project that is manageable at this time: creating a dashboard of faculty

service opportunities. The dashboard will show how many service opportunities there are for faculty, who is serving in those positions, and which positions would be a good fit for new faculty or tenured faculty. This is useful information not only for faculty, but Deans and Chairs as well. Eric Gilbertsen noted that they are already doing this at City College and it works well. It was noted this is a great project to start as we are on-boarding a new provost.

The Senate approves of this project and supports the CTL in this endeavor.

VI. ITEMS FOR APPROVAL

Academic Senate Bylaws for UCC	Added	3/27/2025	Policy
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⇒ Motion by Austin Bennett, seconded by Paul Pope to **approve the Academic Senate Bylaws for UCC.**

These changes officially add Registrar's Office and Assessment and Accreditation Office representatives.

⇒ Motion carried.

Academic Senate Bylaws for Graduate Committee	Added	3/27/2025	Policy
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⇒ Motion by Paul Pope, seconded by Kari Dahle-Huff to **approve the Academic Senate Bylaws for Graduate Committee.**

The same additions are made to these bylaws, as well.

⇒ Motion carried.

Academic Senate Bylaws for Honors Curriculum Committee	Added	3/27/2025	Policy
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⇒ Motion by Paul Pope, seconded by John Pannell to **approve the new Academic Senate Bylaws for Honors Curriculum Committee.**

Austin Bennett, Director of Honors, noted that this proposal formalizes under the Senate the membership of the Honors Curriculum Committee, separate from the Honors Council. He noted that he brought a revised copy to today's meeting, which allows the Director, if a faculty member, to be a voting member of the Committee. It was noted having a faculty member serve as both a curriculum committee member and the director seems like a conflict of interest.

It was noted that it would be helpful to include in this proposal the ways in which the Honors Council responsibilities differ from the Honors Curriculum Committee, and that the Honors Council functions do not fall under the purview of Senate.

⇒ Motion by Paul Pope, seconded by Sarah Keller to **table the current bylaws draft.**

AI Policy Draft and Recommendations	Added	3/27/2025	Policy
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⇒ Motion by Paul Pope, seconded by Austin Bennett to **approve the AI Policy Draft and Recommendations.**

Dr. Nynas thanked the subcommittee (Austin Bennett, John Pannell, Kari Dahle-Huff, Heather Thompson-Bahm, Paul Pope, Dan Willems) for their work. Mr. Bennett, Chair of the subcommittee, noted that the proposed policy includes guidance for both faculty and students. Once the Senate has approved this policy, related policies will be updated by the Provost, Vice Chancellor for Student Access & Success, I.T., and others.

It was noted that the policy is unclear in the opening statements. It states it is up to each instructor to decide what, when, and how AI can be used in their course, but then doesn't clearly state that the following guidelines are for when AI *is* allowed in the classroom.

Sarah Keller will work with the subcommittee to disambiguate this section.

⇒ Motion by Paul Pope, seconded by John Pannell to **table this draft of the policy.**

Co-Listed/Stacked Courses Policy	Added	3/27/2025	Policy
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⇒ Motion by John Pannell, seconded by Paul Pope to **approve the Co-Listed/Stacked Courses Policy.**

It was noted that this allows co-listing of 400- and 500-level courses only, and also ensures that if a student takes a course at the 400-level, they can't take the same course again at the 500-level.

It was cited that Educational Theory & Practice co-lists some 300-level methods courses with 500-level courses. It was responded that they should look into moving those methods courses to the 400-level, especially because our accreditors will not welcome co-listing 300-level with 500-level. It was noted that different credits for the two co-listed courses will also cause problems.

There is a contingency built into the policy that departments can ask for exceptions for lower-level stacking, repeating courses, and other situations. All programs that offer co-listed courses will have to go through the process to have their stacking evaluated.

⇒ Motion by John Pannell, seconded by Josh Hill to **table this draft of the policy.**

VII. DISCUSSION/ACTION ITEMS continued

B. Plans of Study Project: Template and Timeline

Dr. Nynas distributed an updated template for the Plan of Study. If Senate is agreeable with this template, over the summer we can start with what's in the catalog and then ask faculty to review for any changes. This review should be completed by the end of Summer.

It was emphasized that this template is not for advising current students. This is a marketing and recruitment tool to show prospective students what courses they need to complete a degree. Since DegreeWorks (for advising enrolled students) is not public facing, this Plan of Study would be.

It was noted that we will also need a template for programs that include summer semester.

The meeting adjourned at 5:00 p.m.

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Academic Senate

April 3, 2025

Administration and Finance

Schedule for Food Service RFP Process:

RFP Response Due Date	April 7th
Optional ** Presentation	April 14th
Intended Date of Award	April 21st

MSU Bozeman posted RFP for Vending & Pour Rights

RMTD has identified trees that need to come down. The trees to the west and east of the north McMullen entrance have shifted and need to be taken down.

Will be meeting with the community to discuss our pool usage, rates and condition of pool in April

Business Services

Business Services moved back to McMullen Hall.

FYE is almost here – please watch for announcements regarding FYE deadlines.

Facilities

The YSHB retaining wall has been rebuilt. As part of this work, we are improving access to the donor wall by adding a sidewalk. There is a meeting early next week to cover installation of the remaining donor bricks.

Carpet has arrived for financial services and Admissions. We are working with these departments to schedule relocation and installation.

We are soliciting bids to refresh the landscaping around McMullen to match the work done by Sletten.

Finance

Budget

FY26 budget submitted from departments. Vice Chancellors/Chancellor are reviewing workbooks.

Reviewing tuition and fee forecast for FY26

Reviewing position updates/changes

Finance

Completed IPEDS Finance Report

FYE Schedule

IFB for KEMC Audit

The Jacket Success training was a success!

Jeff Clarke presented a session on the Foundation. To learn more, visit the Foundation information page for transfer guidelines, training, and step-by-step instructions on how departments transfer funds from the Foundation. [Foundation Transfer Guidelines](#)

<https://www.msubillings.edu/intranet/financialservices/untitled.htm>

Human Resources

Spring Well Checks are scheduled for February 27 and April 15th and 16th.

IT

The four MSU campuses have been experiencing email delivery issues to @gmail.com addresses. We're continuing to troubleshoot and evaluate options. Please report any deliverability issues to Brett Weisz.

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Student Access and Success

Native American Achievement Center (NAAC)

Powwow week is this April 3-5, 2025

Volunteer slots are still available – visit the NAAC webpages for more information.

April 3 - Native American Business Summit, 10 am – 4 pm, Glacier Room

- Chief Dull Knife College student government campus visit with NAAC and ASMSUB

- April 4, Grand Entry, 7 pm.

- April 5 Powwow Alumni Breakfast, 9 am, Glacier Room

- April 5, Grand Entry, 12 pm and 6 pm

The NAAC has hosted nine **Elder-in-Residence** programs this academic year with one more to go. This grant-funded program has been especially to our Native students. Thank you, Dr. Elaine Westbrook, for her role as the inaugural NAAC faculty liaison for the 24-25 academic year.

Admissions

Spring Preview Day was March 20, 2025

- MSUB welcomed around 300 guests

- Guests toured University and City College Campuses and met with faculty from each college

- We had nine students apply for fall 2025!

SD2 9th graders are visiting MSUB University and City College campuses on April 3 and 10th, 2025.

Financial Aid

The first round of Financial Aid award packages went out on March 31th.

- This marks the earliest release of packages in at least six years!

- Students can check MyInfo for FA package information

Every Tuesday from 12 pm—1 pm, the MSUB Financial Aid Office and Educational Opportunity Center sponsor a FAFSA help session and promote individual appointments. Information is on the FA webpage, the monitor slides, and posters. Please encourage students to participate! One

of our recruitment and retention goals this year is to increase the percentage of MSUB student FAFSA filers.

University Police Department (UPD)

Emergency Notification System (ENS) test on March 26th, 2025 was successful. UPD and University Communications and Marketing collaborated on follow-up communication to employees and students.

The **Student Leadership Awards Program** is set for April 10, 2025 at 5 pm in the Glacier Room. Thank you for nominating students for the leadership awards including Golden Merit and Outstanding Undergraduate Student Leader.

ASMSUB Senate and President/VP elections took place March 28th, 2025

President – Vikash Kumar, Vice President – Elijah Sneigowski

Senators – full slate of senators were elected. This marks the first time in over six years all senator slots have been filled by spring elections. Freshman senator elections will take place September 2025.