

Members in Attendance

Daisy Gibson
Daniel Casmier
Doug Zander
Jana Parson
Leonard Bates
Roger Peffer
Brad Bechard

Faculty, Staff and Guests in Attendance

Dena Wagner-Fossen
Joel Simms
Eleazar Ortega
Kerry Dolan
Heidi Pasek
Mark Plante
Michael Shell
Leanne Frost
Heidi Pasek
Carmen Roberts
Priscilla Azure
Joshua Archey
Charla Merja
AnnaMarie Garcia

Note: *The Chair of the Curriculum Committee does not vote unless it will affect the result.*

I. Call to Order

Leonard Bates calls the meeting to order.

II. Approval of Minutes

Minutes approved with some cleaning up.

III. Information Items

a. Carmen Roberts discusses updated mileage rate policy.

Changed wording to match what MCA regulations say. We encourage you to use a college vehicle or rental because insurance covers accidents. In your own personal vehicle it is your insurance that gets hit. The Personal Vehicle Use Authorization form has been updated, please make sure to check the appropriate box depending on the reason for using your own vehicle.

When a College Driver is authorized to travel by motor vehicle and chooses to use a privately owned motor vehicle even though a College-owned or rental vehicle is available, the officer or employee may be reimbursed only at the rate of 48.15% of the mileage rate allowed by the United States Internal Revenue Service for the current year. When a privately owned motor vehicle is used because a College-owned or rental vehicle is not available or because the use is in the best interest of the College (bad roads and you feel more comfortable in your personal car), then a rate equal to the mileage allotment allowed by the United States internal revenue service for the current year must be paid for the

first 1,000 miles and 3 cents less per mile for all additional miles traveled within a given calendar month. All mileage reimbursement requests must be accompanied by a Personal Vehicle Use Authorization Form.

Safety committee update—open to anyone. We are required to meet quarterly. Committee usually gets into groups and looks at different safety concerns on campus. We do ergonomic assessments throughout the year. We have had no workers compensation claims this fiscal year.

b. Eleazar Ortega discusses the 8-Week Advantage Student Survey results.

Eleazar went over her powerpoint of the 8-Week Advantage Survey results. Lots of discussion on what kinds of data is being analyzed and how the course success rates are being compared. Thoughts on going to Prescriptive Advising. Advisors will get a report to see how many credits students are taking per block. See what they are enrolled in to better advise them for next block.

Dena discussed the success of students. Particularly those who make it through the first block, but then life happens in the second block. The students are still able to walk away with something. Going forward Student Services will be accepting late applications for B Block starters.

IV. Action Items

1. FS-A-2019-322-01 – Mark Plante – Approve retake policy for Next-Generation Accuplacer Placement Exam

Mark would like a policy in place regarding retakes on the Accuplacer test. Students are taking it up to 3 times a day and learning how the test works instead of knowing the correct answers to the questions. Would like a policy in place saying students have to wait 5 business days before retaking the test. For any further retakes, the student must wait 120 days which is consistent with other 2 and 4 year colleges. Mark did not have the policy forms as of yet. He will do those and submit them to Elyssa. Move to vote at next meeting with the correct paperwork. If approved it will go to ET.

2. FS-A-2019-322-03 – Kerry Dolan – Revisions of the Internship policy from the subcommittee

Kerry would like a revision to the internship policy as it hasn't been revised since July 2010. Right now policy states 90 hours/credit, she would like to move it to 45 hours/credit. This is more consistent across MUS campuses. Move to vote at next meeting.

3. FS-A-2019-322-02 – Priscilla Azure – Approve Tobacco Use policy after revisions

Tobacco Use policy has been approved to move to ET.

A. Discussion Items

Leonard and Elyssa will work on revising forms going through Faculty Senate. Also, working with IT to put them on website where they can be found more quickly.

At Board of Regents it was discovered that a lot of campuses are having trouble with Common Course Number (CCN) issues. We are actually on top of it because of our process of submitting CCN at the course and program level through curriculum committee first. We are also slowly going through FLOC again. Some instructors have already gone to Helena to meet with OCHE for their respective courses.

Bylaws are in need of an update. Need to show who we currently have representing Faculty Senate. Committees are also out of date. Would like to put this topic on next agenda. Would also like to see bylaws get updated more regularly. Leonard has a separate calendar to update issues in hopes that updates will happen on a more frequent basis.

B. Vote

V. Comment on Non-Agenda Items

VI. Adjourn

Meeting adjourns at 11:45 am