

**Members in Attendance**

Heidi Pasek  
Roger Peffer  
Jana Parson  
Leonard Bates  
Doug Zander  
Daisy Gibson

**Faculty, Staff and Guests in Attendance**

Michael Shell  
Kate Peterson  
Joel Sims  
Russell Motschenbacher  
Leanne Frost  
Kris Sher  
Kerry Dolan  
Steve Robinett  
Julius Scott (Student)  
Dena Wagner-Fossen

**I. Call to Order**

Jana Parson calls meeting to order

**II. Approval of Minutes**

a. Approval of minutes with no corrections, moved and seconded.

**III. Action Items**

**IV. Vote**

**V. Discussion Items**

a. **FS-D-2019-1213-01 – Mark Plante – Electronic Storage of course grading – Presented by Jana**

i. Mark brought up this issue when the union was reviewing the Faculty handbook. The handbook currently allows for faculty to use an electronic gradebook stating:

“A gradebook is included in the college’s learning management system D2L/Brightspace. Students should always have access to their current grades. If a specific discipline uses an alternate gradebook as part of its instructional software package, students must still have access to their current grades.”

There is the problem that if a faculty member uses a gradebook site that is outside of D2L and the faculty member departs from the college, for any reason, the grades and information are lost. There is the question of record retention if an outside source is used and accessibility by faculty, registrar and students. It

was asked if it was time to require all faculty members to use D2L as the primary gradebook and if so how this policy would be enforced. It was discussed that this has come up before and that the faculty member had to make sure that the posted grades were accessible at all times to the students. This issue stems from faculty members not following the policy properly. The concern is creating a rule that is not easily enforceable by the supervisors and that it is usually learned after the fact when it is too late to fix the issue. Is it useful to have all grades in D2L? Doug Zander spoke to the welding faculty that they almost all use D2L gradebook exclusively and train new adjuncts to do so as well. Health Science has an outside program that keeps track clinical grades, but then the grades go into the D2L gradebook. Other faculty members in the Health Science have access to the outside program. As long as students are made aware of this practice and the supervisor or other faculty members have access, then it doesn't appear to present a problem. Math and Accounting use the third-party MyMath Lab and MyAccounting Lab to input grades, and this vendor can reassign courses to other faculty members or grant supervisors access. Leanne Frost discussed that the use of D2L gradebook is checked and verified during the evaluation process of faculty, but usually they only learn of a problem with the evaluation of student work when the faculty member leaves the college. Leanne does not feel this is a widespread issue. Dr. Heidi Pasek states that the administrative/ET has no interest in pursuing this without additional information and data that shows this is a significant problem. It was then suggested that this item be tabled until Mark Plante can present it and explain what issues he felt needed to be addressed.

- b. Form a work group to formulate policy and procedure for developing the syllabus template.** Two Faculty Senators involved one or more curriculum members, 2 directors Laura Wight & Mandy Wright and Toni Quinn to represent the admin staff.
  - i. Jana and Leonard volunteered to be the two Faculty Senate members to participate in the work group. Toni will schedule the meeting, which will take place in February to correspond with the Registrar catalog deadline.
- c. FS-A-2019-1213-01 – Heidi Pasek – Revised Policy 306.2, Internship revisions from the ET team.**
  - i. The Executive Team did not adopt the changes in the policy as it was sent to them and are bringing the policy back with recommended edits. The first item that Heidi addressed for this policy is that the ET would like to move it from a Student Affairs policy to an Academic Affair policy, which would have the policy number change. They recommended that some of the prescriptive language be removed, like the specific evaluation material and grading from the policy. It was asked if that language should be moved into the procedure section or remove it entirely, and Dr. Pasek said that it was up to Faculty Senate to decide. It was discussed that the having the policy and procedure separate should not be an issue but having the number of hours in the policy was important rather than placing it in the procedure part. The ET would also suggest having the policy and procedures separated with the keeping the number of credit hours

(45 hours) in the policy instead of the procedures. The issue was brought up that there are current students who agreed to the 45-hour internship on the understanding that the policy would be approved and how does the situation affect them being successful. Leanne Frost stated that the students in process would not be able to achieve and that knowing that policy was moving forward, it was agreed that since the students signed an agreement, per pending policy. Heidi assures the Senate that the amount of hours would not be changed with any other policy edits; so the students' internship hours would be accepted. It was discussed whether the number of credit hours should be in the policy or the procedure; Dena from Registrar stated that it is usually in the policy and she would suggest that's where it should be for this policy. A motion was suggested that ET approves the suggested edits they provided with the exception of keeping the credit hours of 45 in the policy, as Faculty Senate believes that aspect needs to stay in policy and the previous work group develops the procedure aspect for the policy. The motion was seconded. The counterproposal of accepting the recommended edits by ET except having the credit hours remain in the policy, and forming a work group to create a corresponding procedures has been accepted. ET will discuss, on December 16, the policy and will send out an email campus wide when they accept the above changes. The senate voted to this motion and it was approved. The Faculty Senate will create a work group to address the procedure aspect of this at the next meeting.

**VI. Comment on Non-Agenda Items**

- a. Jana discussed the BOR and a pilot program to facilitate micro-credentials like at Bitterroot. These would not be full programs in healthcare programs but industry recognized short courses to meet employer and region needs. The campus has the ability like with the phlebotomy program, which was terminated because an entire program is not needed but the certification was. The legislative commission is investigating the funding of 2-year colleges, but it is unclear what that will exactly mean in the future, including whether it will benefit Great Falls College.
- b. Jana met with Dr. Wolff and they discussed the onboarding of the new Director of Communications and Marketing, Scott Thompson, and Faculty Senate was tasked to think about what you would like him to know from the faculty that he can improve on. One member stated that it would be good to have the community know what the college does and to make sure that we do not rebrand to ensure everyone knows what we are. Dr. Wolff, also would like the campus as a whole to work on the school pride, which she sees on Bozeman campus but is absent on our campus. Creating an enthusiasm on campus amongst the community and faculty and staff for the college.

- c. Jana, Leonard, and Roger have been looking at the standing committees to figure out who needs to report to Faculty Senate and possibly revise the bylaws; but are struggling to find a current list. Heidi suggested they reach out to Lorene who has an updated spreadsheet of the information.

**VII. Adjourn**

Meeting adjourns at 11:17 am