

Faculty Senate Agenda  
1/28/2022  
10:00-11:30 via Microsoft Teams

**In attendance:**

**Members:** Jana Parsons, Daisy Gibson, Brad Bechard, Mark Plant, Doug Zander

**Invited guests:**

Executive Director of Instruction Leanne Frost,  
Director of Trades Joel Sims,  
Registrar Dena Wagner-Fossen,  
Director of Operations Carmen Roberts or designee

**Campus Members:**

Elyssa Wassman  
Mike Walker  
Toni Quinn  
Tina Gambhir  
Kris Sher  
Russ Motschenbacher  
Brenda Canine

Guest			
Time	Topic	Intended Outcome(s)	Responsible
5 minutes	Curriculum Committee Forms	Informational – Updates to Curriculum Committee Forms	Brad Bechard
5 minutes	LMS transition: steering committee update and LMS Campus Implementation Team	Provide information about the initiation of LMS transition	Leanne Frost or designee

Standing Items			
Time	Topic	Intended Outcome(s)	Responsible
5 minutes	<p>Policy review/revision - second reading and vote</p> <p><b>Policies for Removal</b> Minor Changes: 201.1 Copyrighted Material—minor changes only, removing non-policy language 203.3 Faculty Voluntary Overload—minor changes only, removing language from collective bargaining agreement and instead linking to current CBA.</p> <p>Changes: 503.1 Travel Policy—major change, scrap current policy for simplified version without procedure, moving</p>	Revise campus approved campus policies so that they are consistent, remove procedure, are in line with current practice and MUS and state law and policy.	Carmen Roberts or designee

	<p>everything else to Business Office Operations Manual (BOOM)  503.2 Vehicle Use—major change, scrap current policy for simplified version without procedure, moving everything else BOOM</p> <p>Removal:  <a href="#">503.3 Mileage Rates</a>—remove policy, all information will be addressed in BOOM  <a href="#">108.1 Executive Advisory Council</a>—remove policy, no longer utilizing this as a separate group from the development board.</p>		
10 minutes	<p>Policy review/revision - first reading</p> <p><b>Minor Changes:</b>  204.2 Piloting Courses—changes to formatting  206.1 Cadaver—changes to formatting &amp; language for clarity  212.1 Prerequisites—changes to formatting  213.1 Waitlist—procedure separated out  405.4 Campus Security &amp; Safety—procedure/non-policy text removed</p> <p><b>Policies for Removal</b></p> <p><a href="#">302.1 Equal Opportunity</a>—replaced by <a href="#">401.2 Discrimination, Harassment, &amp; Retaliation policy</a></p> <p><a href="#">401.1 Equal Opportunity</a>-- replaced by <a href="#">401.2 Discrimination, Harassment, &amp; Retaliation policy</a></p> <p><a href="#">401.3 Procedures for Resolving Complaints of Unlawful Discrimination</a>—covered by procedure <a href="#">401.2.1</a></p> <p><a href="#">403.7 Outside Employment</a>—covered by <a href="#">402.4 Conflict of Interest</a></p> <p><a href="#">407.4 Personal business</a>—covered by state law, so policy unnecessary</p>	Revise campus approved campus policies so that they are consistent, remove procedure, are in line with current practice and MUS and state law and policy.	Carmen Roberts or designee

Notes		
Topic	Discussion	Action
Curriculum Committee Forms	<p>Toni and Brad have been discussing updating the forms either annually or every two years. Recommendation is to List stakeholders that have interest in the form and just update as there was a lot of non-applicable parts. Also update the form itself such as if it is a modification or new course/program.</p> <p>It has been at least four years since the last update.</p>	<p>Hope to have this completed in the next month or so.</p> <p>Brad will submit new forms as informational so anyone can take a look as part of the approval process.</p>
LMS transition: steering committee update and LMS Campus Implementation Team	<p>MUS is moving toward a common Learning Management System (LMS); however, this is in the very early stages.</p> <p>An MUS wide steering committee will be put together, as well as campus implementation teams, and an academic liaison for each campus. Mandy Wright is on the steering committee.</p> <p>Great Falls College is going to recommend using our E-Learning Action Team (ELAT) committee and adding a couple members such as Registrar and IT Director.</p> <p>Steering committee will be charged with creating a Request for Proposal (RFP). After which vendors will be invited to present their product formally.</p> <p><u>Per Jana Parson in an email she received:</u></p> <p>Time Line per Board of Regents:</p> <p>In today's Faculty Senate meeting we talked about OCHE's single LMS project.</p> <p>Here's the timeline that was outlined at the November 2021 BOR meeting:</p> <ul style="list-style-type: none"> <li>Fall 2021 ◇ Form working group to build RFP criteria</li> <li>Fall 2022 ◇ Issue RFP and select LMS vendor</li> <li>Fall 2023 ◇ Begin implementation and transition</li> <li>Fall 2025 ◇ Transition complete</li> </ul> <p>Here's the full item:  <a href="https://mus.edu/board/meetings/2021/november/adminbudget/INFO-OnlineFees-Fall21.pdf">https://mus.edu/board/meetings/2021/november/adminbudget/INFO-OnlineFees-Fall21.pdf</a></p> <p>No Discussion from attendees.</p>	<p>Presented by Dr. Frost and Jana.</p> <p>Updates to follow at meetings and via email.</p> <p>Any questions, please contact Mandy Wright.</p>

<p>Policy review/revision - second reading and vote</p>	<p>Policy review/revision - second reading and vote</p> <p><b>Policies for Removal</b></p> <p>Minor Changes:</p> <p>201.1 Copyrighted Material—minor changes only, removing non-policy language</p> <p>203.3 Faculty Voluntary Overload—minor changes only, removing language from collective bargaining agreement and instead linking to current CBA.</p> <p>Changes:</p> <p>503.1 Travel Policy—major change, scrap current policy for simplified version without procedure, moving everything else to Business Office Operations Manual (BOOM)</p> <p>503.2 Vehicle Use—major change, scrap current policy for simplified version without procedure, moving everything else BOOM</p> <p>Removal:</p> <p><a href="#">503.3 Mileage Rates</a>—remove policy, all information will be addressed in BOOM</p> <p><a href="#">108.1 Executive Advisory Council</a>—remove policy, no longer utilizing this as a separate group from the development board.</p>	<p>No additional discussion.</p> <p>Motion to approve by Mark Plante, 2<sup>nd</sup> by Brad Bechard, motion passed.</p>
<p>Policy review/revision - first reading</p>	<p>Carmen presented the Policies for review, revision or removal. Policies being removed are covered by more recent, broader policies and simply were not removed when the new policy was implemented.</p> <p>Policies removed will remain on the list with wording such as 302.1 replaced by 401.2.... at least until all policies are reviewed over the next three years.</p> <p><b>Minor Changes:</b></p> <p>204.2 Piloting Courses—changes to formatting</p> <p>206.1 Cadaver—changes to formatting &amp; language for clarity</p> <p>212.1 Prerequisites—changes to formatting</p> <p>213.1 Waitlist—procedure separated out</p> <p>405.4 Campus Security &amp; Safety—procedure/non-policy text removed</p> <p><b><u>Policies for Removal</u></b></p> <p><a href="#">302.1 Equal Opportunity</a>—replaced by <a href="#">401.2 Discrimination, Harassment, &amp; Retaliation policy</a></p> <p><a href="#">401.1 Equal Opportunity</a>-- replaced by <a href="#">401.2 Discrimination, Harassment, &amp; Retaliation policy</a></p> <p><a href="#">401.3 Procedures for Resolving Complaints of Unlawful Discrimination</a>—covered by procedure <a href="#">401.2.1</a></p> <p><a href="#">403.7 Outside Employment</a>—covered by <a href="#">402.4 Conflict of Interest</a></p> <p><a href="#">407.4 Personal business</a>—covered by state law, so policy unnecessary</p>	<p>Vote will be called at next meeting.</p>

Business Office Operations Manual	<p>Carmen presented the new Business Office Operations Manual and it's location on the web site. Very useful information for everyone on campus. Please take some time to review.</p> <p>Accounts Receivable, Cash Accounts, Accounts Payable, Contracted Services and <b>Travel</b>.</p> <p><a href="https://facstaff.gfcmsu.edu/business_manual/index.html">https://facstaff.gfcmsu.edu/business_manual/index.html</a></p>	Carmen Roberts
Approval of Minutes from 1/14/2022	Call for vote. Motion by Doug Zander, second by Mark Plante, motion passes.	
	Meeting adjourned at 10:35	