

Faculty Senate Minutes
11/12/2021
10:00 via Microsoft Teams

Members in Attendance: Jana Parsons, Daisy Gibson, Brad Bechard, Mark Plante, Doug Zander, Melissa Wells

Invited guests in Attendance:

CEO/Dean Stephanie Erdmann or designee,
Staff Senate Chair Laramie Smovir or designee,
Executive Director of Instruction Leanne Frost,
Director of Health Sciences Russ Motschenbacher,
Registrar Dena Wagner-Fossen,
MTYCFA President Tom Oakberg,
Director of Operations Carmen Roberts or designee

Campus Attendees: Becky Sullivan, Brenda Canine, Elyssa Wassmann, Jessica Dykstra, Kristine Sher, Larry Vaccaro, Mandy Wright, Mary Kay Bonilla, Michael Walker, Steven Robinett, Tina Gambhir

Guest			
Time	Topic	Intended Outcome(s)	Responsible
10 minutes	Teaching and Learning Center's website updates	Provide updates to the Teaching and Learning Centers website	Mandy Wright
5 minutes	Chosen name Update	General information to campus so we can share with students	Dena Wagner-Fossen or Mary Kay Bonilla
5 minutes	Faculty names on class schedule	Discuss Faculty names on class schedule	Dena Wagner-Fossen

Standing Items			
Time	Topic	Intended Outcome(s)	Responsible
10 minutes	CEO/Dean Report	Provide updates on system- and campus-level initiatives and changes	Stephanie Erdmann or designee
5 minutes	<p>Policy review/revision - second reading and vote</p> <p>Policies to remove: 403.41 Payroll Cycle— procedure, not a policy 403.42 Time Sheets— procedure, not a policy 403.43 Direct Deposit Deduction— procedure, not a policy 601.2 Food/Drink— procedure, not a policy 603.2 Catering—procedure, not a policy 702.1 Student Computer Room Usage—same information in policy 701.2 Computer & Network Usage; no need for separate policy</p> <p>Policies to review: 703.1 Student Email—edit for clarity, remove procedure 704.1 Electronic Communication Devices for College Business—update to match current practices</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

5 minutes	<p>Policy review/revision - first reading</p> <p>Minor Changes Only (no voting required) 306.1 Prior Learning Assessment: removed related link to NWCCU policy. NWCCU removed this standard 306.3 Quarter to Semester Credit Conversion: shortened to 3 decimal places (instead of 4) to match current practice</p> <p>Remove Policy 306.5 Transfer Credits from Non-Regionally Accredited Institutions: This is really a procedure, not a policy; will be part of the catalog</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
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Agenda			
Time	Topic	Intended Outcome(s)	Responsible
25 minutes	Strategic Plan item "Remove Barriers"	Gather faculty input/ideas	S. Erdmann
25 minutes	Faculty Senate bylaws review/revision	Review the three sets of bylaws presented as alternatives	Jana Parsons

Notes		
Topic	Discussion	Action
Teaching and Learning Center updated website for ease of accessibility.	Mandy walked through how to find resources on the re-designed website.	Presentation by Mandy Wright. No action necessary.
Chosen name Update	Chosen name in place for a couple weeks. Less than 10 have taken advantage of it, no issues have arisen. Added it to the new employee orientation lists. Class rosters will remain legal name until Spring due to timing of Banner 9 roll out.	Presented by Dena and Mary Kay.
Faculty Middle Name will be removed from Banner Schedule.	Bozeman has requested to remove middle name on schedules. Discussion was prompted by Jana, no discussion ensued. No vote was requested.	Dena will reach out to Bozeman and let them know it was discussed at Faculty Senate and approved.
Front facing schedule new search feature - searchable by part-of-term for all four campuses.	Dena informed Faculty Senate that an update to the schedule website will allow searching for classes by part-of-term.	Informational only. No action necessary.
CEO/Dean Report	<p>Second Chance Pell – working with OCHE for putting forward a unified grant request through federal government offering course work to individuals who are incarcerated.</p> <p>You at the U – On-Site Lecture series will happen in the Spring.</p>	Dr. Erdmann gave her CEO/Dean Report

	<p>Campus Compact – Josh Bannack, first meeting at the Board of Regents next week in Missoula.</p> <p>Out-and-about at Helena College, MSU-Northern and some Rotary events.</p> <p>Board of Regents - Present on Certificate in Office support as well as AAS in Office Supervision and Management</p> <p>Review of Committees – Executive Team has been looking at committees and how they are structured. Meeting this afternoon to map out a strategy to get everything functioning well.</p> <p>Executive Team meetings/minutes – out for everyone to see. Created a systematic approach to agendas and minutes.</p>	
Policy review/revision -	<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.</p> <p>Second reading and vote Policies to remove: 403.41 Payroll Cycle— procedure, not a policy 403.42 Time Sheets— procedure, not a policy 403.43 Direct Deposit Deduction— procedure, not a policy 601.2 Food/Drink— procedure, not a policy 603.2 Catering—procedure, not a policy 702.1 Student Computer Room Usage—same information in policy 701.2 Computer & Network Usage; no need for separate policy</p> <p>Policies to review: 703.1 Student Email—edit for clarity, remove procedure 704.1 Electronic Communication Devices for College Business— update to match current practices</p>	<p>Carmen Roberts</p> <p>Second reading and vote: Motion to approve this entire Second reading and vote as a single grouping – Doug Zander. Mark Plante seconded. No Discussion Vote – passes unanimously.</p>
Policy review/revision -	<p>Policy review/revision - first reading Minor Changes Only (no voting required) 306.1 Prior Learning Assessment: removed related link to NWCCU policy. NWCCU removed this standard 306.3 Quarter to Semester Credit Conversion: shortened to 3 decimal places (instead of 4) to match current practice</p> <p>Remove Policy 306.5 Transfer Credits from Non-Regionally Accredited Institutions: This is really a procedure, not a policy; will be part of the catalog</p>	<p>Carmen Roberts – two week period for public comment.</p>
Strategic Planning	<p>Removing Barriers</p> <p>Interactive session of ideas and brainstorming. Health/Mental Health provider on campus Transportation to and from school Scheduling process – cohorts/block/structured,</p>	<p>Dr. Erdmann</p>

	<p>more collaboration with faculty in these processes. Communicate resources available to students Child Care, drop-in childcare Maybe a childcare group – support each other Family Friendly tutoring options – such as a family night Resource sharing amongst campuses Should be more formal and public acknowledgement Educational onboarding appropriate to the delivery mode and length of course Automate parts of syllabus. Rollover course shells from one semester to another Push communication to students through the course shell Help find and develop opportunities outside the classroom such as fine and performing arts Food preparation – small appliance donation drive Parallel experience for on-line/remote students Building hour changes – building accessibility Strategic approach for communicating to students between Faculty and Staff</p>	
Faculty Senate Bylaws	<p>Jana presented current draft of Faculty Senate Bylaws. Need to change: List of Committees and pair it down. ET Team is working on reporting lines and scope of work for those groups. FS will still focus on: Curriculum Committee (CC), Tenure and Promotion (T&P), Program Review Committee (PR) What is the relationship and role of Senate Proper when it comes to those committees. Bylaws should reflect the nature of the work, the decision making rules and where our information is reported out and how it fits into the greater picture of governance on campus. Senate Handbook is based on Program Review Handbook. Larry: Policy or guidelines on how each committee should provide the mission and procedures for consistency and review. Document any changes so that they can be tracked.</p>	<p>Future Action: Define the folks who were supposed to be in the Senate. Identify active stakeholders who are non-voting member but who are regularly invited. How to better coordinate and communicate about the governance groups on campus. Define role and develop succession plans.</p>
	Meeting adjourned at 11:42	