



**Faculty Senate Meeting Minutes  
Friday August 23, 2013  
9:00 am Lecture Hall**

**Attendance-** Robyn Kiesling, Bruce Broesder, Karen Henderson, Elyse Lowell, Mike Cronin, Marcy Martin, Barbara Yahvah, Chris Matson, Nathan Munn, Viktor Shchuchi, Deb Rapaport, Rebecca Gibson, Janet Campana, Karen Williams, Kim Haughee, Karl Krueger, Tod Dumas, Emmett Coon, Rick Henry, Della Dubbe, Ben Nickol, John Hartman, David Jones, Harold Kelly, Jim More, Bryon Steinwand, Joe Zimmerman, Sean Scott, Rick Purcell, Karen Raphael-Conley.

- I. Call to Order – Steve called the meeting to order at 9:05
- II. Approval of the Minutes (April 22, 2013) – Mike motioned, Jim seconded, minutes passed with changes.
- III. Communications – Della is a member of the Senate and will be attending. The Academic Dean, Denise, and Tia will be now attending for Good and Welfare at the end of the meeting to answer any questions of the Senate.
- IV. Report of Committee
  - a. ASCR – Bryon reported on ASCR. There was only one meeting held over the summer and new membership was discussed and will be voted on later in the agenda. The new committee will decide on the new scheduled meeting time.
- V. Old Business
  - a. Professional Advancement Committee (proposed new language/repurposing old PD committee) – Steve explained that this committee is moving toward a mentoring committee for promotion and tenure. In meeting with Denise there was one sentence that she felt needed to be reworded so Steve has reworded the sentence; it was not a large change. John moved that we suspend the rule to allow for editing. Nathan seconded. Motion passed. Karl asked if the changes that the former Academic Dean (Monica Ramirez) had made will still be in effect

and it was stated that this would not be the case. It will be decided by the CBA and Denise will have input on this and this is what will be followed for the future. Steve stated that it will be clearly understood what is expected and how it will be evaluated. The PA committee will be put in place to aid with those up for promotion and tenure. The language was handed out in copy form and Kim moved to approve the name and verbiage. John seconded. Vote was called majority voted in favor, motion passed. Rick Henry voted opposed due to the fact that there is no reference to community service. Steve stated that this will be addressed with Denise and in the CBA.

- b. ASCR membership- Karl Kruger, Robyn K., Tod Dumas, and Kim Haughee all have interest on serving on ASCR. A vote was taken by secret ballot, John and Tammy counted the votes. Kim and Robyn were voted in, there was a tie between Tod and Karl and Tod withdrew therefore **Karl, Kim, and Robyn were voted in to the ASCRC.**
  - c. Grade appeals procedure- Steve asked to table both items c and d as he needs more updated information.
  - d. Course Terminology discussion (arranged/petitioned, multi-instruction, hybrid, online, independent study, internship, self-paced, special topics)
- VI. New Business – It was stated that we are to have a parliamentarian. Steve has appointed **Mike Cronin to be parliamentarian.**
- a. Process of articulation agreements – Steve suggested that we be very involved in this process. Barbara stated that she feels Denise will be diligent in including the faculty in the discussion. Harold stated that he has been working on articulation agreements and stated that it looks very good on paper but is difficult to accomplish but it can work and works well when accomplished. All of the courses have to transfer as a group in order for them to apply to the four year degree. Chris stated that the class has to be aligned exactly including the book being the same, learning outcomes, etc., but the institution wanted more control. Harold stated that common course numbering is very important in this regard. Bryon stated that a big issue is that the two four year institutions are not in alignment so it will be difficult to have an agreement with both.

- b. Faculty Handbook (2013-2014 edition?) – Steve has met with Denise and she has stated this is a priority on her list. This is to be done by March which is needed for accreditation. Formation of ad hoc committees – Steve nominated Shaun Scott, Chris Matson, Karmen Williams, and Emmett Coon to be on the Faculty Handbook Updating Committee. This will be voted on by ECOS in the meeting following the Senate meeting.
- c. Steve will be sending out a copy of the current (2009) Faculty Senate Bylaws and these will be reviewed and another ad hoc committee will be formed to update the Bylaws and Constitution. Steve nominated Mike Cronin, Karl Kruger, and Joyce Walborn. Steve stated that he would also like to be on this committee. This also will be voted on by ECOS in the meeting following the Senate meeting.
- d. Role of faculty Senate and - Nathan stated that in that Janice Bacino transformed the Helena College Library from a severely inadequate selection of academic resources to \_\_\_\_ with access to an impressive array of resources which greatly benefit the academic success of our students, in compliance with Montana BOR policy 1004.1 section I-E, and in accordance with the suggestion made at the College Council meeting of June 26, 2012. He therefore moves that the Faculty Senate recommend Helena College’s library be named the “Bacino Library” in recognition of her significant contribution to the academic scholarly, and student life of the campus. Janice Bacino has been contacted about this and gives consent to the use of her name for this purpose. John seconded. Motion passed. Nathan had a second motion that this proposal be presented to both Staff and Student Senates for their consideration. Karen Henderson seconded, motion passed. Nathan had a third motion that the Montana BOR policy states that, “The presidents, chancellors, and deans/CEOs are hereby delegated the authority to approve the naming of property, other than buildings and...” The BOR would thus not have to give approval, John seconded. Nathan explained his rationale for formation of the ad hoc committee. This would be approved by the three Senates and then it would go to Leadership. John stated that only the Dean has the power to change the name according to the BOR policy. If the three bodies agree, it would be forwarded to the Dean and then he could approve/deny. Mike Cronin

stated that Missoula may already have a policy in place. Nathan withdrew the motion to make an ad hoc committee until further checking with Missoula.

- VII. Good and Welfare – Elyse brought up that it would be nice to alternate Faculty Senate meetings at the Donaldson Campus and the Airport Campus. Steve said that he would be happy to alternate locations and he will be sending out a meeting request. Rick stated that it would be nice if everyone could leave a specific time open for meetings. It was stated that this has been tried in the past and is very difficult especially with adjuncts.
- VIII. Denise came in for questions. An advising syllabus was suggested in order to make the advising process easier. Denise has a sample advising syllabus that she will send out to all faculty as merely a suggestion, not a requirement. It was suggested that this be sent out via email prior to the student's visit. The new form was also discussed and Denise agreed to review the new form and the old form and make adjustments as necessary. Denise also discussed enrollment management and how important this will be as well as teaching loads. This will be addressed by the CBA and should be discussed by the Senate. Harold stated that it would be helpful if the Division Chairs were also included in these Good and Welfare discussions.
- IX. Adjournment – Karen R.C motioned to adjourn and Bryon seconded. Meeting was adjourned.