



Faculty Senate Meeting Minutes
December 14th, 2015
Lecture Hall, Donaldson Campus, 1:15pm

ATTENDANCE: Rick Henry, Curtis Peterson, Nathan Munn, Karen Henderson, Joyce Walborn, Kim Haughee, Dave Jones, Amy Kong, Joe Zimmerman, Shaun Scott, Bryon Steinwand, Victor Shchuchinov, Della Dubbe, Tod Dumas, Steve Lewis, Derek Hauer, Barbara Yahvah, Becki Gibson, Karmen Williams, Ben Nickol, Nina Heinzinger, Karen Raphael-Conley, Deb Rapaport, Jan Campana

- I. Call to Order - Meeting was called to order at 1:05 by Rick Henry
- II. Approval of the Minutes (October 19th, 2015) - Postponed until the next meeting.
- III. Guest Speaker Chad Hickox (10 minutes) - Chad reviewed the Montana Board of Regents New Educational Program Proposal Process and provided a handout to the group. Chad stated that this mostly affects the four year Universities primarily but did ask for any input from the group. Chad also stated that at the General Education Division meeting tomorrow he will be attending to discuss changes to the AA and AS degrees. There has been conversation regarding naming the AA and AS transfer degrees such as AS in Pre-Engineering. He stated that there is currently some discussion about this and this will be discussed further tomorrow at the Division meeting.
- IV. Communications - Kim thanked everyone for participating in the survey for the Calendar Committee and she stated the calendar will be coming out soon.
- V. Reports of Committee
 - a. ASCR - Tammy
 - b. Professional Advancement (PAC) - Members who are currently in the process have made contact with committee members and mentoring is taking place.
- VI. Unfinished Business
 - a. Administration evaluations moving forward - Rick discussed that we could evaluate two every other year. Barbara would like the Senate to consider that all administrators be evaluated each year. Steve stated that regardless of how we want to proceed it has to be amended in the bylaws.
Articles and By-Laws discussion/ad-hoc committee formation (vote on this) - Della stated that after reviewing the bylaws she noticed that under article 5 section A #2 in the bylaws of June 2015, there is no explanation as to how to replace an individual who leaves the committee prior to the end of their term. Steve stated that there was a sentence in the previous version that could be added back in with a possible amendment. Della stated that it should include the term to keep the cycle three years.
In regard to the administrative evaluation Kim stated that with the rapid turnover in administration evaluating every year is a good idea and the group agreed. Steve stated that the process is most likely a

three week to one month process total and this could be stressful on the ECOS members due to time constraints. Rick appointed an ad-hoc committee to take on amending the bylaws comprised of Della, Steve, Nathan, and Kim. Rick asked that this would be done by the January meeting.

- b. CESS survey results and perception - Rick stated the results are published. Daniel will be talking to each group in regard to the action items identified by the survey.
- c. PAC's future and mission - Rick stated there has been movement to have resources for individuals. Karen gave thanks to Karmen who put her portfolio in the Faculty area and encouraged others to donate their portfolios as well. Karen stated that we should encourage areas to mentor those new in their areas. Kim stated that perhaps a check off sheet or encouraging an OWL for new hires would be beneficial. Karen stated that it could be a formal thing within Human Resources and an informal process in various areas.
- d. Faculty Senate GOALS - Rick stated that he although the year is half over he would still like to have goals. Amending the bylaws should be a priority goal. Rick asked that if by January we could have several goals that would be invited.
- e. Items with no new update, but will revisit when more info available: SubPool Document, Lockdown Procedure, New computers/tablets/chairs/tables . Rick stated that these are in the process and he is encouraging the various committees to move forward. Jan stated that the Safety Committee is also working with Helena High to have a uniform procedure. Rick stated that there is a RAVE system which is an app that can be used via cell phone to activate an emergency situation. This would be similar to a panic button but is only through cell phone. Della suggested that it should be a combination of both systems. Steve stated that it should be related to the phone system because not all instructors have cell phones or computers in the classroom. Jan stated that the safety committee is also working on layers of notification.

VII. New Business

- a. Tammy's Replacement (maybe a vote and volunteer/s for her duties) - Rick asked for nominations to replace Tammy's recorder position. Karen nominated Kim but Kim declined the nomination. Tammy nominated Karen as the recorder for Senate and ECOS and Nathan seconded. Rick called for further nominations as there were none, Karen was voted recorder by acclamation. In order to fill Tammy's position on ECOS Nathan, Kim, and Shaun Scott were all nominated. Bryon moved that nominations be closed and Nathan seconded. Kim was elected as the new ECOS member.
- b. College Council Summary - Rick stated that he is forwarding minutes from College Council and asked that faculty review these minutes and bring forward any items.
- c. Gen Ed Transfer AA/AS and HC Flex (competency based education)- Rick stated that these will be discussed further tomorrow in the General Education Division meeting.
- d. Student success stories to Barb M. on website - Rick stated that there is a place on the website to give kudos to your present or past students and Barb would like any success stories be posted to the website. Karen stated that it is under Faculty/Staff and then under the IT link under Marketing Submission. Karen stated this is for the foundation as well and they would like success stories.

- e. Budget tracking transparency - Postponed until January meeting.
- f. Recruiting by Faculty- Postponed until January meeting.
- g. Academic Probation=Supplemental Advisor- Postponed until January meeting.
- h. Offering 300/400 level classes - It was briefly discussed that Dean Bingham has announced to the community that we will be offering some 300/400 level courses through the two Universities that will also be taught by qualified individuals and transcribed by those institutions.
- i. Institutional Development Days, schedule and content - This is a Union issue that needs to be addressed by the contract.
- j. Graduation - Postponed until January meeting.
- k. Calendar of the Institution in the coming years - Kim stated that if we don't want to be here two days after graduation then the language in the CBE has to be changed.
- l. Advising Ad Hoc Committee possibility - Postponed until January meeting. - Nathan stated that we may want to give feedback to Student Affairs just as they are also giving faculty feedback. This will be discussed further in January .

VIII. Good and Welfare\Question and Answer

IX. Adjournment - Meeting was adjourned at 2:15.