

Faculty Senate Meeting Minutes
January 7, 2016
Room 120, Donaldson Campus, 11:00 a.m.

ATTENDANCE: Joyce Waborn, Amy Kong, Joe Zimmerman, Karen Henderson, Glen Ziegler, John Hartman, Dave Jones, Glen Zeigler, Derrick Hauer, Curtis Peterson, Victor Shchuchinov, Becki Gibson, Deb Rapaport, Nathan Munn, Janet Campana, Karmen Williams, Ben Nickol, Bryon Steinwand, Barbara Yahvah, Steve Lewis, Emmett Coon, Kim Haughee, Delle Dubbe, Shaun Scott, Steve Felter, Nina Heinzinger, Karen Raphael-Conley, Rick Henry.

- I. Call to order: 11:07
- II. Approval of minutes (12-14-2016)—Minutes from October still missing, suspend approval. Carmen moved to approve minutes from 12-14-2016, and Karen R.C. seconded. Motion carried.
- III. Communications:
 - a. Nathan reiterated the research day for two-year colleges that will be held in April. Also mentioned potential college journal for research papers.
- IV. Kim, any changes that need to go through ASCR need to happen soon if it will be in the new catalog. Kim is now chair since Tammy resigned.
- V. Rick mentioned responsibilities with the catalog, upcoming.
- VI. PAC: Those up for tenure or promotion should be prepared to submit their portfolios on January 15th. The people are in place to work on those committees. Tod loaned his portfolio out and will loan it if anyone needs it. Right now, all styles are accepted, and there does not need to be both electronic and paper. Karen H. and Steve have both used Moodle, but right now, there is no specific requirements. Steve asked if the committee needed another member.
- VII. Unfinished business: Articles and bylaws, look at highlighted sections, and Della said we need to look at bylaw III. Recorder should not be the same for ECOS and senate. So, Karen cannot continue on as recorder for senate. No one volunteered, so Rick will think about it and ask someone.
 - a. Barbara said that the numbers of quorum did not agree in Article I section 3, and Article II section 7, #4: discussion...it should clarify the process of voting. Steve suggested, “A simple majority of the voting members present is necessary to carry the motion.”
 - b. Typo: page 8 Chief Academic Officer capitalization will be fixed (Barbara noted)
 - c. Kim recommends that a subcommittee study the “blue blue” areas before we take to vote. Steve noted that in the past, some processes are not followed at all. Rick created an ad hoc committee to look at “blue blues.” Report at next meeting. We will have a vote on bylaws at next meeting.
- VIII. Administration evaluations: Where do we want to put these evaluations? Steve explained how he kept a senate folder electronically. Where could we (senate) keep hard copy documents? Becki noted that there should be “version control,” which means the president and vice-chair and recorders would be the appropriate repositories. The hard copy should be in a firebox, either in with the president or the library? Library too public. The obligation is to limit access after the results are

shared. Steve L. noted that ECOS is the body that presents the results to the administration. Rick said that Dean of Student Affairs will be evaluated this spring, and next year all four administrators will be evaluated, but there will be no other change now.

- IX. Calendar Committee: we all got two options, but now there is one more option that came from leadership. Leadership wants to shorten the spring break to two days instead of a week. Instructional days remain the same. Kim has received feedback from faculty that they would like the full week. Glen suggested that the winter break is too long. Kim replied that student services has a lot to complete in the break between fall and spring. Steve L. questioned why that is coming up now. Nathan asked if there was any data that supports shortening spring break. Nina asked how many students (and faculty/staff) have students in the Helena district and have to miss classes. Ben noted that every year there is a proposal to change the calendar, and it might be beneficial to maintain some kind of continuity. John Hartman offered another suggestions about having a few days at Easter. Karen R.C. asked what was the objection to earlier spring break? Barbara would like to see consistency. Everyone should communicate with Kim. Majority of faculty said they would like end of March full week of spring break.
- X. General Education Transfer AA and AS aligning option proposal. Kim handed out proposal. Gen Ed core will match exactly with MUS transfer core. It will be 30 credits and will not include Writ 201. MUS core does not allow diversity with another humanities or social sciences course (using one class to cover both requirements). Other change, AS must take an additional science/math and AA must take another humanities or social/psych. Of the advising option, 12 credits must come from general education and 12 can come from any other college level offering. Nathan asked if this would be the official language, and Kim said it would be cleaned up. Nathan moved and Steve seconded that the changes be approved (with cleaned up language). Motion carried.
- XI. Future Goals: let Rick know if you have any future goals.
- XII. New Business:
- a. Budget tracking transparency: this is a problem with Trades and Sciences, Elementary Ed. Rick would like a group to come up with a list of questions to submit to leadership to have these question answered. Rick created an ad hoc committee and asked for volunteers: Karen R.C., Tod, Derek, Glen, Nina volunteered.
- XIII. Recruitment by faculty: it's coming. Senate needs to be prepared. Karen R.C. said the key to that is meeting with students directly, especially freshman and sophomores. Counselors are not very helpful. HS faculty are the most helpful. John H. is on the recruitment committee, and the report suggested avoiding the hard-sell and have more general community interaction to "market" what we have available. Steve noted that it is more about marketing than recruiting. It's the perception of our college.
- XIV. Academic probation: there will now be requirements that students who are on SAP meet with a supplemental advisor, and we will need more faculty involved.
- XV. Having 300 and 400 level courses are coming, but there are questions about how that will be implemented. Who will be teaching these—and the lower level—courses?

- Nathan asked if it is an adjunct position at another university how will it affect senate? Might also be a union issue.
- XVI. Graduation: Nathan noted that faculty going in last is not done anywhere else and is a slight. It should be faculty first which honors the higher degrees and credentials faculty members hold. Karen R.C. moved that faculty go in first, and Becki seconded it. Barbara asked why Access to Success has priority. Kim amended that faculty also sit up front and Shaun seconded the amendment. Nathan amended that faculty follows dignitaries, Kim seconded, and motion carried with all amendments.
- a. Access to Success: why do they have two ceremonies for graduation, but they take center stage at spring graduation? It should be their own ceremony. Becki mentioned that nursing has their own program. Maybe Access should have their own ceremony and then they can have recognition at graduation.
- XVII. Calendar and course rotations: there will be call for clarification of rotations.
- XVIII. Good and welfare: Rick is concerned with the problem of inaction even after we do work on things. Some faculty feel frustrated too by the repetition of “what are YOU going to do?” What can we do to help students recognize their own responsibilities? Karen H. suggested that we need to focus our efforts on students who have the chance to succeed. There was a consensus of annoyance. Becki suggested we offer to leadership our feelings about this.
- a. Anything else good and welfare: Emmett told everyone to take their coats to class on Wednesday.
 - b. Nathan: so many levels where advising is messed up especially the disorganization of the advising process. Purple files are not maintained.
- XIX. Next meeting: Rick will send out request for meeting soon.
- XX. Meeting adjourned at 12:35 p.m.