



Faculty Senate Meeting Minutes
Monday October 3, 2014
4:00 pm Don 112

Attendance – Amy Kong, Mike Cronin, Della Dubbe, Karmen Williams, Dave Jones, Derrick Hauer, John Harman, Karen Raphael-Conley, Joe Zimmerman, Tod Dumas, Becki Gibson, Steve Lewis, Nathan Munn, Ann Wilcoxson.

- I. Call to Order – Meeting called to order by Steve at 4:05.
- II. Approval of the Minutes (August 22, 2013) – Mike Cronin moved the minutes be approved, Nathan Munn seconded, minutes passed with changes spelling of “proposal”.
- III. Communications –
 - a. College Council recap: Steve: Does anyone read. Yes, so he will continue to send out.
 - b. Starfish office hours explanation: Steve - Retention rates up over last year. Starfish is a large part of that. If using Outlook for calendar, enter Starfish first, which then populates Outlook. Otherwise Outlook first, then Starfish, will end up duplicating the calendar. Some discussion about Starfish problems – help is probably with Elizabeth first, and then IT.
 - i. Steve re Advisees: You can send mass e-mail to your students to start thinking of preliminary advising meeting soon to eliminate chaos at semester end.
 - c. Jessie, IT, Moodle help: Steve: new Librarian; 15% of her job is Moodle Helper. Make an appointment
 - d. TRIO – Ann W.: Participation/need qualified students; Being performance based, they will have to show numbers for funding in November; looking for participants who will complete programs. Annual goals have been met; need 140 total participants from summer, now short by 40. Students eligible – first generation

collection, PELL grant, or disabilities. Serve through academic advising, assistance. This is last year of grant; currently applying for next cycle; Mike Brown is writing it and wrote the last one. Ann is looking for participants and participation from faculty. Ideas such as new technology and new development. Currently no access to new students, which would help imprint students to TRIO. Program is attempting to do summer developmental work to make early connection.

IV. Report of Committee

- a. ASCR – Tammy: New form for electronic revision for new course or course revision; now on website under Councils & Committees; ASCR – Forms. Warned about submitting which makes the form disappear. Form is a template.
 - i. Course prefix should be arranged with Sarah before submitting form.
 - ii. Tammy wants to move forward and get all courses entered.
 - iii. Bloom’s Taxonomy will be linked to website and a level III or higher is required.
- b. Professional Advancement (PAC) – Kim Worthy training system offer can be stored for individuals on her training system. She can create certificates for portfolios with evidence of training; Steve – the committee is set; HR Seniority list received. Tod Dumas, Shaun Scott, and Emmett Coon, Steve Lewis as ECOS Liaison, Karen Raphael-Conley, Tammy Burke and others also offered help. E-mail will go out next week to those eligible.

V. Unfinished Business

- a. Course Terminology discussion (handout)
 - i. Draft sent to faculty in previous e-mail after revision by ECOS last week
 - ii. Rick Henry’s idea for example Water Resource course could not be arranged/substituted.
 - iii. Denise, per Steve, saw the issues as scheduling ones and won’t grant “Arranged”.
 - iv. Steve – course management improvement in scheduling has eliminated many issues.

- v. Hartman – re Hybrid: discussion about a few face-to-face activities combined with online work. Define requirements.
- vi. Curtis – his last college, proportion was mandatory 50/50 to create consistency. This helps students understand requirements and prevent confusion.
- vii. John – needs to be linked to curriculum.
- viii. Becki: Check U of M criteria for hybrid.
- ix. Nathan: Anything with other resources?
- x. Steve: “Online course” – Amy teaches an online class now and it is 100% online; Derrick mentioned a difference with the 100%; he had to take an onsite assessment in a HCU class. Agreement with Online Class is 100% online.
- xi. Todd: Has seen online classes with on-site proctored exam.

(Steve proposes tabling internship, etc. Mike moves; Karmen seconds.)

- b. Evaluation Tool Ad-hoc Committee formed and met. Status? Steve will talk to Mike Brown re delivery system; perhaps electronic. We should be able to perform in the spring.
- c. Academic Integrity Statement discussion/clarification (handout); Steve – handout tentative for faculty to review.
 - i. Will be added to faculty handbook.
- d. Faculty Social recap/discussion (postponed)

VI. New Business

- a. Evaluation/ Assessment of advising discussion/guidebook thoughts; Steve –in the future we will need to assess our advising so think about how we will design that.
 - i. Elizabeth mentioned advising guidebook previously.
 - ii. John – using training guide on Starfish would help faculty. Make the guide a technical guide.
 - iii. Mike – new instructors come in under skilled so they may need the training.
 - iv. Those present not opposed to training guidebook.

- b. Copyright policy (handout) discussion; Steve postponed.
 - c. Senate Web presence...minutes posted where? Minute's modification as far as statements by members, rather than individual named; Steve – coming in the near future.
 - d. Next Senate meeting...November 3 (Airport Campus)
- VII. Administration representative attending Senate meeting; e-mail sent to Denise in response; Discussion about Montana Open Meeting Statutes. R2. Section 8.
- VIII. Good and Welfare
- IX. Adjournment - Karmen Williams moved we adjourn and Karen seconded. Meeting was adjourned at 5:12 PM.