

Faculty Senate Meeting Minutes
Monday, October 12, 2015, 3:30-5:00
STC Boardroom
Faculty Senators and Administration

- Call to Order - Ilene Cohen, Charity Waiters, Beth Weatherby, Delany Hansen, Sylvia Moore, Fred Chilson, Michael Hengler, Laura Strauss, Michael Francisconi, Megan Chilson, Tyler Seacrest, Mike Morrow, Sheila Roberts, Megan Kelly, Bethany Blankenship.
- Bethany moved to approve the minutes from September 14, Fred seconded. Minutes Approved.

New Business

- CAPP Program Introduction and Schedule for deployment (Charity and Ilene)
 - a. CAPP is a banner (DAWGS) computer tool that provides up-to-date degree audits to help with advising. See attachment for more information.
 - b. The requirements of every degree need to be built into CAPP. We also need to develop a training and communications plan. Ilene and Charity will work with department chairs and faculty senate on these goals.
 - c. Will not support old catalogs and transfer credits may not be integrated initially.
- Chancellor Weatherby thanked faculty and especially Mike Marrow for the Inauguration.
- Academic Administration Proposal (Chancellor Weatherby)
 - a. The current academic administrative structure has the three positions Provost, Interim Assistant Provost (accreditation, assessment, strategic planning), Dean of School of Outreach (grants, IRB, two-year mission)
 - b. Chancellor Weatherby is proposing a new structure with the three positions: Provost, dean of faculty (internally focused), dean of outreach (externally focused),
 - i. Under this structure, the provost and deans would work as a team on accreditation, assessment, strategic planning, and grant development and oversight.
 - c. We had an extended discussion on Chancellor Weatherby's proposal and other possible structures. Below is a summary of some of the points made during this discussion.
 - i. There is no administrative assistance in the proposed plan, but this is a need and a possibility in the future.
 - ii. Why not compensate chairs instead of hiring a dean of faculty? This could be a possibility but the CBA would need to be changed and departments may need to be restructured.
 - iii. Departmental accreditations in business and education have been very difficult and support for these should be a priority.
 - iv. A previous faculty senate agreed that assessment, accreditation, and strategic planning were the most urgent needs. This led to the creation of the current assistant provost position, although the responsibilities of this position have

- drifted since that time for various reason. We could go back to the original plan for this position and set clearer responsibilities to make this position a success.
- v. We need administrators with a commitment to teaching, learning and genuine assessment.
 - vi. Another important question is who should supervise faculty; currently faculty report directly to the provost, while under the proposed plan they would report to the dean of faculty.
- d. We will take the Chancellor's proposal to departments and continue the discussion.
- (Provost Moore) We need to continue to look at program efficiency: credit hours to complete a major and low enrolled classes. Consider multidisciplinary classes for example, or merging majors.

Old Business

- Natural horsemanship Curriculum proposal
 - a. Sheila Roberts suggested we have access to the written agreement between UMW and LaCense Montana LLC that will provide instruction for the new proposed classes.
 - b. Sheila moved to table the discussion, Michael Francisconi seconds. Motion passed with two abstentions.
- There were several items we briefly touched on.
 - a. There was some discussion on Sheila Robert's proposal to postpone the Administrative Review until next year. We'll clarify this issue with our departments and vote on it next time.
 - b. Visiting Faculty Housing proposal will be voted on next time.
 - c. Bethany Blankenship proposed we receive and update on the status of the website for next meeting.
 - d. May need to do some cleanup in the bylaws regarding Faculty Senate owned committees like the General Education committee.
- Michael Francisconi moved to adjourn, Bethany seconded. (cue hit 1965 song by The Animals)

Faculty FAQ for CAPP Set up and Implementation

What is CAPP? Why CAPP?

CAPP stands for Curriculum Advising and Program Planning. It is an advising tool used by students, advisors, and academic support (i.e. registrar and advising offices) to provide up to date degree audits to assist with planning our students' academic progress towards graduation. In addition students and advisors can use "what if analysis" to determine how credits apply to a major or minor the student is considering pursuing.

Who is involved in developing the CAPPS program?

The registrar and student success offices serve as the main contacts for the development of this degree audit resource. However there are various levels of campus involvement throughout the entire process to make sure stakeholders are involved in the implementation. During the initial stages of development, representatives from administrative departments discuss how degree data is currently entered into Banner and problem solve any data entry practices that cause glitches with CAPPS. Around October as part of the curriculum building process, faculty department chairs enter into the conversation to provide feedback regarding developing curriculum requirements in CAPPS. In early January, another group made up of faculty, staff, and student representation will assist with developing training materials and a communication plan for the campus.

Who will be able to use CAPP?

All advisors, and students working on degrees listed in the 2015-16 and future catalogs. We will not be building any degrees prior to the 2015-16 catalog; prior year students will continue using their advising binders to track their degree or switch to a 2015-16 degree and major.

How do we access CAPP?

Once implemented, CAPP will be accessed through DAWGS. Students access it through student services/student records/degree evaluation in DAWGS. Faculty and staff advisors access the system through Faculty & Advisors/Advisor menu.

Will transfer students be able to use the CAPP System?

Yes, transfer students may use the system, however until transfer articulation is up and running CAPP degree audits will only show the UMW work completed. Prior to transfer articulation implementation, transfer students will need to do a manual comparison between their advising manual and CAPP degree audit to determine what transfer courses are meeting CAPP "unmet" requirements. For 2015-16 transfer students, transfer articulation should be available soon meaning the courses will appear on their audits in the near future. However, until transfer articulation is available all transfer students will need to use their advising sheets alongside their CAPP degree audit.

Can we still provide students substitutions and waivers?

Yes, substitutions and waivers are still be available and with CAPPS' advisors and students can see where a substitution or waiver is applying in the audit. Forms still have to be submitted to approve a substitution or withdraw, but CAPP will allow us to load the information into Banner and it will appear on the degree audit.

When will it be available?

We are currently planning for CAPPS to launch on March 14, 2016. The following is an abbreviated timeline.

- September/October- Working with various departments (i.e. admissions/advising/registrar) regarding degree and major naming conventions in banner. Develop program naming conventions.
- October/November- Begin meeting with various faculty groups (chairs and senate) to present CAPPs. We are also willing to attend department meetings to present the overview of the materials.
- November/March 11- Develop 15-16 degrees and majors in Banner for CAPP launch
- December/February- Develop communication plan and training materials for faculty, staff, and students.
- February/March 11- Training for faculty, staff, and students.
- March 14- CAPP is available to the campus

Are you planning on offering training or having training materials available?

Training for faculty, students, and advisors will take place from February 22nd through March 11th. As part of the training process reference materials and FAQ sheets will be available through the training and (most likely) on the web.

How will the program be maintained after initial implementation?

Each summer the registrar and advising office will develop any new degrees and/or changes to degrees for the upcoming catalog years. Registrar's office will handle most Banner development, while advising will address html development as needed.

How can faculty and departments help with the implementation?

- *For Chairs-* Either serve or designate a faculty member in your department to be the main contact for CAPP building questions. This faculty will be responsible for answering specific questions about the curriculum and/or bringing the information to the departments' attention to determine best practices and approaches as we build degrees in Banner.
- December through February we will be looking for a few faculty who will be willing to help with the development of a communication planning and training materials (i.e. reviewing materials/learning the system). We need to make sure guiding materials and trainings are written from the perspective of those who will be using the system.
- Share information with your departments as it becomes available. If you prefer we would be happy to come to a department meeting to provide an overview of where we are heading with CAPP in the coming year.
- Attend the trainings that will be taking place February through March and encourage your colleagues to participate as well.

The University of Montana Western

Degree Evaluation Report

Sep 24, 2015 10:59 am

Program Description

Program :	BS Biology	Catalog Term :	Fall Semester, 2015
Campus :	Main Campus - Dillon	Evaluation Term :	Fall Semester, 2015
College :	UM-Western	Expected Graduation Date :	May 06, 2015
Degree:	Bachelor of Science	Request Number :	40
Level :	Undergraduate	Results as of :	Sep 24, 2015
Majors :	BS: Biology Major	Minors :	
Departments :	Biological Sciences	Concentrations :	

Program Evaluation

	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	120.00	92.00		23
Required Institutional:	Yes	30.00	92.00		23
Max Transfer :		90.00	0		0
Overall GPA :	Yes	2.00	2.65		

Area Requirements

Area :Biology Major Core	Met	Credits		Courses	
		Required	Used	Required	Used
Total Required :	No	52.00	44.00		11

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes			BIOB		170				201230	BIOB	170	Princpls Biological Diversity	4.00	A-	H
Yes	AND		BIOB		260				201330	BIOB	260	Cellular and Molecular Biology	4.00	B	H
Yes	AND		BIOB		375				201430	BIOB	375	General Genetics	4.00	C-	H
Yes	AND		BIOB		420				201530	BIOB	420	Evolution	4.00	D	H
Yes	AND		BIOE		370				201270	BIOE	370	General Ecology	4.00	C-	H
Yes	AND		BIOO		220				201330	BIOO	220	General Botany	4.00	B	H
Yes	AND		CHMY		143				201330	CHMY	143	College Chemistry II	4.00	B+	H
Yes	AND		CHMY		321				201470	CHMY	321	Organic Chemistry I	4.00	C	H
Yes	AND		CHMY		323				201530	CHMY	323	Organic Chemistry II	4.00	C	H

No AND	M	161									
No AND	PHYSICS Physics 2 or 3			201330 PHSX	222	Physics II	4.00	C	H		
Yes AND (STAT	217		201230 STAT	217	Interm Statistical Concept	4.00	A	H		
No)OR()	STAT	233									
Total Credits and GPA :							44.00	2.49			

Area Requirements

Area :GE: Biology Math and Science	Met Credits		Courses	
	Required	Used	Required	Used
Total Required :	Yes 12.00	12.00	3	

Detail Requirements

Met Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade	Source	
Yes	BIOB	160			201230	BIOB 160 Principles of Living Systems	4.00	A	H	
Yes AND	CHMY	141			201270	CHMY 141 College Chemistry I	4.00	C+	H	
Yes AND	STAT	121			201230	STAT 121 Probability	4.00	A	H	
Total Credits and GPA :							12.00	3.43		

Area Requirements

Area :GE: Behav & Social Science	Met Credits		Courses	
	Required	Used	Required	Used
Total Required :	No	0	1	0

Detail Requirements

Met Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade	Source	
No (ANTY	100 299								
No)OR(GPHY	100 299								
No)OR(ISSS	100 299								
No)OR(PSCI	100 299								
No)OR(PSYX	100 299								
Yes)OR(SOCI	100 299			201470	SOCI 101 Introduction to Sociology	4.00	F	H	
No)OR(ECNS	201 203								
No)OR(EDEC	247								
No)OR()	HTH	220								
Total Credits and GPA :							0	0.00		

Area Requirements

Area :GE: History	Met Credits		Courses	
	Required	Used	Required	Used
Total Required :	Yes	4.00	1	1

Detail Requirements

Met Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade	Source
Yes (HSTR	100 299			201170	HSTR 102	4.00	C+	H

Western
Civilization
II

No)OR(HSTA 100 299
)

Total Credits and GPA : 4.00 2.30

Area Requirements

		Met	Credits	Courses	
		Required	Used	Required	Used
Area :GE: Humanities Expressive					
Total Required :		No 4.00	0		0

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required	Required	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
							Credits	Courses								
No	(ARTZ		100	200										
No)OR(CRWR		240											
No)OR(MUSI		103											
No)OR(MUSI		114											
No)OR(MUSI		152											
No)OR(THTR		101											
No)OR(THTR		120											
)															

Total Credits and GPA : 0 0.00

Area Requirements

		Met	Credits	Courses	
		Required	Used	Required	Used
Area :GE: Humanities Literary					
Total Required :		Yes	4.00	1	1

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required	Required	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
							Credits	Courses								
No	(ARTH		160											
No)OR(ARTH		200	201										
No)OR(COMX		217											
Yes)OR(LIT		100	299				201170	LIT	264	American Romance	4.00	B	H
No)OR(MUS		143											
No)OR(MUSI		202											
No)OR(PHL		101											
No)OR(PHL		241											
)															

Total Credits and GPA : 4.00 3.00

Area Requirements

		Met	Credits	Courses	
		Required	Used	Required	Used
Area :GE: Written/Oral Comm					
Total Required :		Yes	4.00	1	1

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required	Required	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
							Credits	Courses								
Yes			WRIT		101					201170	WRIT	101	College Writing I	4.00	C	H

Total Credits and GPA : 4.00 2.00

Area Requirements

Area :Integrative Biology Option	Met	Credits		Courses	
	Required	Used	Required	Used	
Total Required :	Yes	24.00	24.00		6

Detail Requirements

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		BIOB1	Biology Integration						201430	BIOB	425		4.00	C	H
		200-400							201370	BIOM	260		4.00	B	H
No	AND	BIOB2	Select 4 courses						201470	BIOH	365		4.00	B	H
									201530	BIOH	370		4.00	C	H
									201430	BIOM	427		4.00	B+	H
									201430	STAT	433		4.00	C	H
Total Credits and GPA :												24.00	2.55		

RELEASE: 8.7.1

© 2015 Ellucian Company L.P. and its affiliates.