

Faculty Senate Meeting Minutes
Monday, December 5, 2016, 3:30-5:00
STC Board Room
Faculty Senators

- Call to order: Charity Walters, Ilene Cohen, Karl Ulrich, Fred Chilson, Tyler Seacrest, Megan Chilson, Michael Hengler, Laura Straus, Megan Kelly, Ashley Carlson, Erin Zavitz, Linda Lyon
- Michael moves to approve the minutes from November 14, Fred Seconds. Motion passes.
 - Holiday party date incorrect
- We had a discussion regarding procedures for enrolling and withdrawing from a class
 - One issue was the extremely late date (2 weeks before the end of the semester) to drop semester-long stringer courses with a W on the transcript.
 - Is it fair for a student to avoid a failing grade that late?
 - What if a student is a part of group projects? Is it fair to the group members if the student drops?
 - Another issue is students who drop the first or second day of class. If they can substitute a course with an equal number of credits, the first course doesn't count. If they can't substitute an equal number of credits, they get a W.
 - May not be fair and can negatively impact students, such as those applying for graduate school, however
 - It may be a necessary policy to avoid being classified as a modular school.
 - Talked about when faculty are notified when a student drops, and if faculty can see grades of advisee's classes during the semester those classes are being taken.
 - We decided to create a taskforce to look at these issues and come up with a recommendation.
- Waitlists on Banner
 - To implement waitlists on banner, we need transfer articulation to be complete to make waitlists a fair process for transfer student (this allows banner to know what classes transfer students have taken, so they won't be removed from a waitlist for not having a pre-req)
 - Transfer articulation is an extremely time intensive process that has been successfully started and will allow for the implementation of waitlists in roughly 4 years.
- New Curriculum Proposal Form
 - The curriculum proposal taskforce (led by Charity) has created a new Curriculum Proposal form draft that makes clear the distinction between on-campus change, level 1 change, and level 2 change, and overall streamlines the process of navigating these different levels.
 - It was suggested that an advising manual for new faculty be created, where one aspect of it might be explaining the procedures and language around curriculum proposals.

- New Curriculum Proposals (CPs)
 - We read CPs 1, 2, 4, 5, 6.
 - Curriculum proposal 2 seemed to be retitling a course to reflect what was being taught, but there was some confusion based on how the CP was worded.
 - It was asked whether we needed to approve a particular course (CP 3) before it was added as a pre-req (CP 4). CP 3 is currently being considered by the General Education committee.

- Good of the order

- Fred moves to adjourn, Karl seconds. We left faster than Chris Cringle delivering presents on Christmas. Well, not quite that fast – I estimated he must move around 20 million miles per hour, or 3% the speed of light. None of us are that fast except Karl.

Montana Western Curriculum Proposal Form

A. Classification

Proposal Title:

Submitted by:

Department:

Department (Program) Contact Person:

Type of Proposal (check all that apply)

All proposals have to move through campus approval processes, however some proposals will also require Level I or Level II approval from the BOR. Those requiring additional approval are in their respective categories below.

On Campus Approval Required

(asterisked requires a level I notification to OCHE)

- Course Change (Check all that apply)
 - Add New Course to Catalog
 - Delete Course from Catalog
 - Number Change
 - Title Change
 - Description Change
 - Prerequisite Change
- Placing a Program on Moratorium*
- Withdrawing a Program from Moratorium*
- 29 credits or less certificate (check all that apply)*
 - Adding a Certificate
 - Retitling or Revising a Certificate
 - Terminating a Certificate
- Establishing a B.A.S./A.A./or A.S. Area of Study*
- Offering an Existing Program Via Distance or Online*

Level I OCHE Approval Required

- Retitling an Existing Program
- Terminating an Existing Program
- Consolidating Existing Programs
- Establishing a New Minor/Option
- Revising a Program
- Establishing a Temporary C.A.S. or A.A.S. Program

Level II BOR Approval Required

- Establishing a New Program
- Exceeding the 120 Credit Maximum for Baccalaureate Degrees
- Academic, Administrative, or Research Unit
 - Forming
 - Eliminating
 - Consolidating
 - Re-titling

Proposed as General Education Course or Change: Yes No If Yes, what General Education Category?

Course Fee Attached to Any Course: Yes No If Yes, submit Appendix C: Course Fee Request Form for each course.

B. Description and Justification

For changes that require on Campus or Level I approval complete the following section and attach any documentation such as course descriptions, syllabus, program outline that support the curriculum request. Note that for programs placed on Moratorium additional OCHE paperwork is required and can be found at <http://mus.edu/che/arsa/Forms/AcademicForms.asp>.

For Level II changes (i.e. New Programs) complete this description and justification area and complete the Intent to Plan questions found in Appendix A and the Curriculum Proposal questions found in Appendix B which align with the Board of Regents/OCHE's curriculum requirements. Include all documentation and data with your proposal that supports the addition of the Level II request.

Succinct Statement of Proposed Change: (attach shell syllabus for new course(s) that includes course description, course outcomes, and assessment information)

Provide information supporting the request (rationale):

Attach new or revised information as it should appear in the Catalog (include course rotation(s) and/or revised degree requirements, if applicable; course descriptions should include assessment and experiential learning activities)

Transferability Considerations (if any):

Effects, if any, of this proposal on any of our degree programs. (Review other degree programs that may be potentially affected by this proposal; affected Dept Chair aware of possible implications_____)

Resource Implications (if applicable):

STAFFING:

Who will teach course(s)?

Effect on faculty member's workload?

OTHER (Facilities, Library, etc.):

C. Signatures and Responses

Curriculum proposals must first be approved by the department. Once that is complete forward an electronic copy of your proposal to the Registrar for processing. The Registrar's Office will upload your curriculum proposal into the Microsoft Office One Drive to continue moving it through the signature process. The department contact person will be notified by email cover copy each time the curriculum proposal moves to a new signature stage.

1. Departmental Approval and Comments (include dissenting opinions if applicable)

Votes For:	Against:	Abstentions:
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Department Chair:	Date:
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2. Initial Review by Provost (If additional resources (financial, staffing, facilities, etc.) are required in order to implement this proposal, clearly state the plan for making these resources available)

Provost:	Date:
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3. All Chairs acknowledgement of receiving this proposal

Biology:	Date:
Business and Technology:	Date:
Education:	Date:
English:	Date:
Environmental Sciences:	Date:
Equine Studies:	Date:
Fine Arts:	Date:
HPSS:	Date:
HHP:	Date:
Mathematics:	Date:

Comments:

4. General Education Committee Comments (if applicable)

Votes For:	Against:	Abstentions:
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Chair Signature:	Date:
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5. Faculty Senate

a. First Reading Comments (if applicable)

b. Second Reading Comments (if applicable)

Votes For:	Against:	Abstentions:
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Chair Signature:	Date:
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6. Provost's Approval

7. Signature:	8. Date:
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9. Chancellor's Approval

Signature:	Date:
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Appendix A: INTENT TO PLAN

Program/Center/Institute Title: _____

Campus, School/Department: _____ Expected Submission Date: _____

Contact Name/Info: _____

To increase communication, collaboration, and problem solving opportunities throughout the MUS in the program/center/institute development process, please complete this form not more than 18 months in advance of the anticipated date of submission of the proposed program/center/institute to the Board of Regents for approval. The completed form should not be more than 2-3 pages. For more information regarding the Intent to Plan process, please visit

<http://mus.edu/che/arsa/preparingacademicproposals.asp>.

- 1) Provide a description of the program/center/institute.**

- 2) Describe the need for the program/center/institute. Specifically, how the program/center/institute meets current student and workforce demands. (Please cite sources).**

- 3) Describe how the program/center/institute fits with the institutional mission, strategic plan, and existing institutional program array.**

- 4) Describe how the program/center/institute overlaps, compliments, or duplicates existing efforts in the MUS.**

Appendix B: BOARD OF REGENTS CURRICULUM PROPOSAL FORM

1. Overview

- A. Provide a one paragraph description of the proposed program. Be specific about what degree, major, minor or option is sought.**

2. Institutional and System Fit

- A. What is the connection between the proposed program and existing programs at the institution?**

- B. Will approval of the proposed program require changes to any existing programs at the institution? If so, please describe.**

- C. Describe what differentiates this program from other, closely related programs at the institution (if appropriate).**

- D. How does the proposed program serve to advance the strategic goals of the institution?**

- E. Describe the relationship between the proposed program and any similar programs within the Montana University System. In cases of substantial duplication, explain the need for the proposed program at an additional institution. Describe any efforts that were made to collaborate with these similar programs; and if no efforts were made, explain why. If articulation or transfer agreements have been developed for the substantially duplicated programs, please include the agreement(s) as part of the documentation.**

3. Program Details

- A. Provide a detailed description of the proposed curriculum. Where possible, present the information in the form intended to appear in the catalog or other publications. NOTE: In the case of two-year degree programs and certificates of applied science, the curriculum should include enough detail to determine if the characteristics set out in Regents' Policy 301.12 have been met.**

- B. Describe the planned implementation of the proposed program, including estimates of numbers of students at each stage.**

4. Need

- A. To what specific need is the institution responding in developing the proposed program?**

B. How will students and any other affected constituencies be served by the proposed program?

C. What is the anticipated demand for the program? How was this determined?

5. Process Leading to Submission

A. Describe the process of developing and approving the proposed program. Indicate, where appropriate, involvement by faculty, students, community members, potential employers, accrediting agencies, etc.

6. Resources

A. Will additional faculty resources be required to implement this program? If yes, please describe the need and indicate the plan for meeting this need.

B. Are other, additional resources required to ensure the success of the proposed program? If yes, please describe the need and indicate the plan for meeting this need.

7. Assessment

A. How will the success of the program be measured?

Appendix C: COURSE FEE REQUEST FORM

Any course or lab fee charged in addition to the normal tuition and fees must be approved by the Board of Regents. NO ADDITIONAL MONEY MAY BE COLLECTED. Return this completed form with Department Chair's Approval to the Provost.

This form provides basic information for these additional fees. Course fees can only be used for:

- Specialized activities or equipment fees, where payment is made to entities generally conducting these types of business (such as downhill skiing, bowling, etc.);
- Field trips;
- Pass-through fees (such as Red Cross Certifications);
- Laboratory consumables, excluding computer supplies and paper products; and
- Materials used by students to create a product that becomes the student's property after use in a specific course.

Date _____ Course Name and Number _____

Please indicate if this is a: ___ New justification ___ Increase ___ Decrease

Current Fee _____ Proposed Fee _____

Per Student

Annual

Revenue

Expenditures list (Please be specific)

Explanation of Fee:

Requested by _____

Department Chair _____

Provost _____ Date _____

Chancellor _____ Date _____

Index Code # _____ (Approving Department Chair will be authorized signatory for expenditure unless other arrangements are made)

Cc: Registrar
Business Services
Department Chair

Regent Approval: Yes _____ No _____ Date _____ Item # _____