Faculty Senate Agenda
9/29/2023
1-2 p.m.
SUB 113 AB

I.   Welcome and review of 9/5/23 minutes

Action Items

II.   Request for Emerita status for M. Young

Informational Items

III.   Announcement of the awarding of Tenure and Promotion by Chancellor Cook

IV.   Introduction and message from VP for Student Success & Dean of Students Joe Cooper

Discussion Items

V.   Parking fee increase and campus consultation

VI.   Proposal to increase adjunct pay to $1500 per credit hour

VII.   Review of course evaluations (subcommittee)

VIII.   Proposal to change the F/S Handbook 205.4.3

IX.   For the Good of the Order

Faculty Senate Minutes
9/5/2023
4-5 p.m.
SUB 113 AB

Senators in attendance: S. Risser, D. Autenrieth, S. Juskiewicz, J. Kirtley, S. Rosenthal, R. LaDouceur, G. Wallace, A. Mitra, C. Young, C. Gammons, D. Galarus, L. Buckley, M. Egloff, C. Faught, A. Traut, L. Grainger, D. Reichhardt, T. Kober

I. Chair opened the meeting and there was a motion to accept the previous minutes. That motion was seconded and passed without discussion.

II. Chair introduced Provost and Deans. The new Provost and new faculty were welcomed.

Action Items

III. Proposal to Rename the School of Mines & Engineering was discussed. A comment was made regarding timing of the discussion relative to BoR paperwork being submitted. Senate should have reviewed it first. A question was raised about the lack of a first name, and the Provost indicated that the donors preferred the name as proposed. A motion to accept the name was made, seconded, and passed with no further discussion.

IV. Proposal to Revise Merit Award Committee Composition and Process was discussed. Questions for the group were raised, namely 1) should non-union merit awards be awarded using the same criteria and language as union merit awards? 2) should merit pay increases for non-union members match that of union members? 3) who should appoint the non-union merit committee? A comment was made that the non-union language has unknown provenance. A motion was made to have the faculty senate appoint three non-union merit committee members and the provost appoint the fourth, but this motion was not seconded. A comment was made that merit awards do not benefit adjuncts and other folks. A comment was made that language does not exclude librarians from a merit award, but librarians have historically been excluded. A question was asked and addressed regarding how often faculty can apply to merit awards. A motion was made to recommend adopting union language as the non-union merit award language in the faculty staff handbook, with the following exceptions: a) Under general considerations, number 4, add "who are instructional faculty" between "recipients" and "must"; and b) under merit award committee number 1, change it to "The committee shall consist of four (4) non-union faculty who are not members of the bargaining unit, appointed by the faculty senate." Note that the change to a) was due to library faculty being previously told that they were ineligible for merit awards. A question was raised as to whether union senate members should have a say in non-union merit committee membership. With no further discussion, the motion was called and passed.

Informational Items

V. Request from Homecoming committee for faculty involvement was discussed. The homecoming committee has asked faculty to attend homecoming events and asked that faculty and staff not take advantage of free giveaways meant for students.

Discussion Items

VI. I.T. requests feedback on Class List Sorting was discussed. Faculty commented that this is a welcome change, and only impacts class lists. Several faculty expressed support for this change.

VII.   All Faculty Survey was not discussed.

VIII.   Future of the Confidence and Professionalism Recovery Task Force was discussed. This task force produced a report, which received a response from the President Bodnar. That response included an indication that the Chancellor would be enthusiastic about meeting with the task force. A question was raised – should the committee continue on as-is? A comment was made about workload, estimated around 25 hours per semester. A call was made to contact the Chair if anyone wanted to serve on the Task Force.

IX.   For the Good of the Order – no new items were raised

X.   A motion was made to adjourn and seconded at 4:57PM.

Recommended change to the faculty staff handbook.

205.7 Merit Awards for Non-Union Faculty Members	Proposed Revisions

Each year Montana Tech may award up to six Merit Awards to meritorious faculty who are full-time, non-union, tenure track, or professors of practice faculty. Visiting faculty are not eligible for Merit Awards. Faculty may be nominated by their Department Head, Dean, or be self-nominated. The application deadline is November 1 of each academic year.
 	
A Merit Award is for the amount of $2000 and added to the faculty member's base pay in the following academic year contract. Faculty earning Merit Awards are recognized at the spring semester awards ceremony. In addition, Merit Awards are not considered when determining whether a salary inversion exists. Specifics of the process to apply for a Merit Award are as follows:
 	
    1) The award is based on performance within the previous three academic years at Montana Tech.
    2) An application consists of no more than seven pages total;
        • Supporting documentation is to be presented in a summary format of information required in Section 205.4.3: Evaluation Portfolio of the Montana Tech Faculty and Staff Handbook. This narrative must discuss justification for the Merit Award based on exceptional/excellence achievement in one or more of the following:
            o Teaching
            o Scholarly activity
            o Service
        • All recipients must be very good to excellent teachers.
        • Narrative is limited to five pages maximum and no supplemental material is allowed unless requested by the Department Head.
        • A two-page (no more than) resume shall be included.
    3) Applications are due to the Provost/VCAA by November 1st.
        • Applications will be evaluated by an interdisciplinary committee drawn from faculty members that
	General Considerations:
	1. To receive a Merit Award, the faculty member must apply for it. It is the faculty member's responsibility to describe and explain the reasons they should receive a Merit Award.
	2. A Merit Award shall be granted for exceptional achievement in one or more of the three key areas of a faculty member's work: teaching, service, and scholarship.
	3. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.
	4. All Merit Award recipients who are instructional faculty must rate at least satisfactory in teaching, and it is up to the applicant to demonstrate this rating.
	5. In a given year, a faculty member may apply for and receive only one Merit Award.
	6. Only full-time tenured and tenure-track faculty members are eligible to apply for a Merit Award.
	7. Merit Award applications shall be evaluated by an interdisciplinary committee drawn from faculty members that have received Merit Awards in previous years.
	8. It may be necessary to appoint additional members to replace committee members that retire, are on sabbatical, or who otherwise cannot serve.
	9. A faculty member shall not be eligible to apply for a Merit Award for two years following receipt of a Merit Award. E.g. a faculty member applies for a merit award in the 2010-11 Academic Year, receives the award beginning in the 2011-12 AY, and is again eligible to apply in the 2013-14 AY.
	10. A Merit Award shall become part of the faculty member's base salary on the first day of the academic year following the award.
	11. Base salary Merit Award increments shall not be considered when making inversion adjustments.
	12. Faculty that have received a formal disciplinary letter within the past three years in the file kept by the Chancellor's Office are ineligible for a Merit Award.
	13. Each Merit Award shall consist of a $2,500 base increase.
	
	Merit Award Committee
	1. The committee shall consist of four (4) faculty who are not members of the bargaining unit, appointed by the faculty senate.
	2. Eligible members will normally have received a Merit Award in the previous two years.
	3. A faculty member serving on the Merit Award Committee shall not be eligible to apply for a Merit Award.
	4. A faculty member who receives a Merit Award shall be eligible to serve on the Merit Award Committee for the next two years.
	5. Spouses or immediate family members of any applicant may not serve on the committee.
	6. The Merit Award Committee is under no obligation to award all Merit Awards that may be available in a given year.

have received Merit Awards in previous two years.
 	
6) A faculty member who receives a Merit Award is not eligible to apply for another award during the two years following receipt of the award.
 	
7) Faculty who have a disciplinary letter in their personnel file within the last three years (Human Resources File) may not apply.
	7. Each year, the Merit Award Committee shall document how it made decisions regarding awards and publish an "Annual Report" explaining the committee's rationale. This report will be filed with the P/VCAA office.
	
	Merit Ward Application
	1. An application shall consist of a pdf-format file including:
	    a. The pdf-format application, with a label including the applicant's name, shall be submitted electronically to the P/VCAA on or before the due date.
	    b. Ten (10) or fewer pages that address the selection criteria
	    c. Two (2) page brief Curriculum Vitae using the standard Northwest Accreditation format.
	    d. Supplementary documentation that supports the application may be included in appendices.
	    e. Merit applicants are encouraged, but not required, to include a letter of recommendation from their Department Head as part of the Supplementary Documentation. Department Heads that apply for merit are encouraged, but not required, to include a letter of recommendation from their Dean as part of the Supplementary Documentation.
	    f. Applicants are encouraged to explicitly address the relevance of their merit to their Departmental Performance Standards or, in the case where no departmental standards have been developed and approved, the criteria in General Performance Standards.
	2. This application must explicitly address the criteria that the Merit Award Committee will use to evaluate applications as described in the Merit Award Application Packet available from the P/VCAA office.
	3. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.
	
	Merit Award Evaluation
	1. The committee shall evaluate and classify applications into two groups: recommended and not recommended.
	2. Upon request, the committee shall provide feedback to unsuccessful applicants regarding their application. This feedback is intended to provide guidance as to how future applications might be improved.
	
	Timeline and decision process for Merit Award Committee
	1. October 1: Committee constituted; committee meets, elects chair.
	2. November 1: Merit award applications due.
	3. February 1: Draft list of recommended merit awards from committee to P/VCAA.
	    a. Committee meets with P/VCAA and two Deans as necessary to amend the list of awardees.
	    b. The four faculty committee members and three administrators – as a committee of all – shall endeavor to agree upon any changes to the list of awardees.
	    c. If the committee of all cannot agree, then all changes to the original list shall be decided upon based on a vote with simple majority rules.
	    d. All decisions by the committee of all are final.
	4. March 1: Committee communicates final list of recommended awards to the Chancellor.
	5. March 15: Chancellor announces merit awards.

September 9, 2023

Montana Tech Faculty Senate and Montana Board of Regents,

On behalf of the Sherry Lesar School of Nursing, I am writing this letter of recommendation in support of the nomination of Miriam Young for Emeritus Rank. Miriam Young began her career at Montana Tech in 2003 and retired this past May. During Miriam's tenure in the Nursing Department, she has made many valuable contributions to the department, nursing profession, and campus community. Students and peers recognize and honor her leadership, mentorship, and passion and commitment to nursing education.

Miriam's nursing experience prior to joining Montana Tech focused on pediatric care and leadership and management. Miriam first obtained her nursing degree from University of San Carlos in the Philippines and then later moved to the United States and obtained her Master's in Nursing from the University of Utah. While working on her Master's, she worked as a pediatric intensive care nurse which included care of pediatric burn patients. Miriam's passion for pediatric nursing and her home country is contagious among students and anyone who worked with her. Her infusion of these experiences and stories brought new dimensions and diversity into her courses and was met with respect and admiration from her students and peers.

Review of Miriam's student evaluations support her effective teaching during her tenure as she consistently received ratings that demonstrated she met criteria for effective or very effective teaching. Miriam maintained her pediatric nursing certification throughout her time at Montana Tech to ensure that she was consistently delivering up to date information to students. Miriam's devotion to nursing student preparedness was also exemplified in her ability to implement new programs for their benefit. Based on student feedback, Miriam started a peer mentorship program that partnered senior nursing students with incoming nursing students to help provide a smooth transition into nursing school. She also worked closely with both Montana State Board of Nursing and Montana Nurses Association to assure senior nursing students participated in Transition to Practice workshops to ensure readiness for their new careers as nurses.

Miriam's gift of mentoring carried over into other areas of her work. Many newer nursing faculty speak very highly of Miriam's ability to mentor and help transition into their new role. There are many nursing tenure and promotion portfolios that have been modeled after Miriam's template that she created. During the two decades spent in the nursing department, Miriam's leadership and advocacy demonstrated commitment to a dynamic team that valued a program's ability to evolve and change with the healthcare landscape. Miriam's strong activism in nursing curriculum committees was instrumental in contributing to the growth and success of the nursing program which included receipt of initial accreditation of both the Associate of Science in Nursing Degree (ASN) and the Bachelor of Science in Nursing (BSN) degree, the change from an Associate of Science in Nursing to offering a Bachelor of Science in Nursing, and the integration of simulation into the nursing curriculum. Miriam's membership in Sigma Theta Tau

Honor Society, National League for Nursing, American Nurses Association, and Montana Nurses' Association demonstrates her advocacy for the nursing profession and her commitment and belief to remain abreast of the everchanging healthcare landscape and keep her courses relevant and up to date. Miriam has also published in the "American Nurse Today", a peer reviewed journal of the American Nurses Association entitled "Evaluation of Clinical Competency". Miriam also has had the prestigious honor of being selected twice to write exam questions for the NCLEX-RN licensing exam.

Miriam's leadership and contribution to Montana Tech Nursing's growth as an academic department crossed over into the campus community as well. Miriam served as a member of the Institutional Review Board, Research Advisory Committee, and was an ex-officio member of the undergraduate research committee. For almost ten years, Miriam served on the faculty senate as nursing's representative. Miriam's leadership on these committees showcased her strength in advocacy and commitment to shared governance.

One of Miriam's greatest strengths is hospitality. Her welcoming spirit, care and concern for all, love of cooking, and gift of conversation has infiltrated and encircled the many who have worked, learned and visited this beautiful and renowned institution over the years. Miriam has hosted many in her home to assure a warm welcome to the Tech family was experienced. Being the recipient of Miriam's famous pumpkin bread meant that one was special in Miriam's eyes, but no one is telling the vast number of loaves that left Miriam's kitchen! It has been an honor to work with and be mentored by Miriam Young. She will be greatly missed, but I am confident that she will always be an engaged friend to Montana Tech and the Sherry Lesar School of Nursing.

For these and other contributions, the Sherry Lesar School of Nursing strongly supports Miriam Young to the status of Professor Emeritus.

Respectfully,

Janet Richards Coe
Director of Nursing
Sherry Lesar School of Nursing
Montana Technological University

WORKSHOPS

Date	Workshop	Time / Location
AUGUST 22	Making Effective Use of Campus and Course Resources	**5 – 6:15 PM** SSC 3.149
AUGUST 24	Using Montana Tech's Technology Tools	**5 – 6:15 PM** NRB 228
AUGUST 29	Using Microsoft Office Suite and Google Docs	**5 – 6:15 PM** NRB 228
AUGUST 31	Recognizing and Practicing Academic Integrity	**5 – 6:15 PM** SSC 3.149
SEPTEMBER 5	Listening to Lectures and Taking Notes	**5 – 6:15 PM** SSC 3.149
SEPTEMBER 7	Recognizing the Relationship Between Reading and Academic Success	**5 – 6:15 PM** SSC 3.149
SEPTEMBER 12	Getting Organized, Managing Time, and Staying Focused	**5 – 6:15 PM** SSC 3.149
SEPTEMBER 14	Crafting Professional Emails	**5 – 6:15 PM** NRB 228
SEPTEMBER 19	Recognizing and Navigating Genres	**5 – 6:15 PM** Lib 1st Floor
SEPTEMBER 21	Working from an Assignment Prompt to a Researchable Topic	**5 – 6:15 PM** Lib 1st Floor
SEPTEMBER 26	Evaluating Source Information	**5 – 6:15 PM** Lib 1st Floor
SEPTEMBER 28	Giving Presentations	**5 – 6:15 PM** NRB 228
OCTOBER 4	Preparing for and Taking Exams	**5 – 6:15 PM** SSC 3.149
OCTOBER 5	Addressing Common Writing Errors: Part One	**5 – 6:15 PM** SSC 3.149
OCTOBER 11	Addressing Common Writing Errors: Part Two	**5 – 6:15 PM** SSC 3.149
OCTOBER 12	Receiving and Using Feedback; Developing Resilience	**5 – 6:15 PM** SSC 3.149

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IV.

V. Increase of $15 to parking fees

BOR Policy 904.11 (II.A.), the request to "establish or increase" the fee "shall include with the request a description of the procedure by which the campus student governance organization, the faculty and staff were consulted."

Parking Decals Prices FY24

UM	$ 278
MSU	$ 258
MSU Billings	$ 150
Montana Tech	$ 105
MSU Northern	$ 87
UM Western	$ 60

VI. Given that Montana Tech is not under the same budget constraints as last year, and that Adjunct pay comes from the salary savings of a vacant faculty line, that Adjunct Faculty pay be raised to $1500 per credit hour.

VIII. Review of Section on Annual Evaluations (or, "why is this here, it should be covered by departmental standards?")

Related section 205.4.1: Full-time faculty members preparing: an annual evaluation; and/or or applying for tenure; and/or promotion, should refer to relevant portions of this section (Section 205) and shall prepare an evaluation portfolio with documentation to be evaluated in each of the categories (1-4) listed in 205.4.3 below.

205.4.3 – Evaluation Portfolio

1. Instructional Performance

Instruction and learning are central to the mission of the Institution. The goal of instructional performance review is to help an individual to improve his/her teaching and to ensure excellence in teaching across the Institution. Where instruction is not the primary duty of a faculty member, evaluation of instructional performance shall be in line with the amount of teaching done.

  a. Required Evaluation Materials
  b. Additional Evaluation Materials
  c. Criteria for Evaluation of Instructional Performance

2. Research and Professional Development

The development of new knowledge is a necessary part of the professional life of all faculty members and is a central part to professional development. Performance review of research and professional development is carried out to assist a faculty member in these activities and to ensure that the faculty at Montana Tech maintains the professional competence necessary to perform their duties at the highest possible level.

  a. Required Evaluation Materials
  b. Additional Evaluation Materials
  c. Criteria for Evaluation of Research and Professional Development

3. Service to the Community, the Institution, and the Profession

All faculty members are expected to serve their community, their institution, and their profession. While instruction, scholarship, and research are themselves forms of service, this criterion assumes that, like professionals in other fields, faculty are expected to contribute their expertise more directly to meet the needs of the local community, the Institution, and the profession of which they are a part. This criterion reinforces the key concept articulated above under Section 201, "Academic Freedom," that the college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. 34 | Page Evaluation of service aims to assess the diversity, the level of activity, and the significance of the faculty member's contributions beyond the scope of instructional and research performance.

  a. Required Evaluation Materials

4. Progress Toward Terminal Degree by Those Not Holding Such Degree

In all academic areas except the fine arts and library science, only doctoral level work is accepted within the academy as a terminal degree.

  a. Required Evaluation Materials
  b. Criteria for Evaluation of Progress Toward a Terminal Degree