

Faculty Senate Agenda

10/7/2024

3-4 p.m.

Mill 201

- I. Welcome and minutes: <https://www.mtech.edu/facultystaff/facultysenate/minutes/2025/minutes-9-27-24.pdf>

Action Items

- II. CRC Recommendations (reserved)
- III. Emeritus Application – Steve Tarrant
- IV. Review of Published Materials to Assure Institutional Integrity (Policy Review) - Revised

Informational Items

- V. Committee Updates
 - a. Budget
 - b. Safety
 - c. <https://www.mtech.edu/chancellor-search/>

Discussion Items

- VI. Request for administration to provide an update to faculty senate on all accreditation activities.
- VII. Full faculty meeting
- VIII. For the Good of the Order



Department of Mechanical Engineering
Montana Technological University
1300 West Park St.
Butte, MT 59701

September 24, 2024

Dear Dr. Skinner:

I am formally nominating Mr. George Steve Tarrant for emeritus faculty status. Mr. Tarrant retired from Montana Technological University as an Associate Professor of Practice in 2022 after 11 years in the General and Mechanical Engineering Departments. He returned after retirement to aid the department in teaching courses for another two years finishing in Spring of 2024. He started as an Adjunct Professor in General Engineering in 2011, was hired as a Visiting Professor in 2013, and as our first Professor of Practice in 2015. Mr. Tarrant brought over 25 years of industrial and research experience to Montana Technological University. His previous experience enabled him to teach industrially-relevant courses and lead impactful student capstone projects.

Mr. Tarrant brought his wealth of technical and professional knowledge to Montana Tech from his first day as an instructor. One example of this was Steve's experience working for Morton Thiokol following the Challenger Space Shuttle disaster in the mid-80's. Mr. Tarrant worked on the engineering team responsible for the re-engineering of the O-ring systems directly related to the failures that occurred that day. This type of engineering experience and being able to convey the decision-making and problem-solving skills that were needed was truly invaluable to our students as they become engineers. His love of music was also an important part of what he brought to our department, students, and community. Steve created a music class MUSI 101 – Enjoyment of Music that was later accepted as a General Education humanities course. He has been a member of the Butte Symphony and the Highlands Brass, playing the trumpet for many years.

I hope you will support Mr. Tarrant's conversion to emeritus faculty status in recognition of his considerable contributions to Montana Technological University and the profession. I welcome further discussion in regard to Steve's qualifications and merit.

Sincerely,

Richard LaDouceur, PhD, PE
Associate Professor and Interim Department Head – Mechanical Engineering

Review of Published Materials to Assure Institutional Integrity

Subject:

Governance and Organization

Policy Number:

220

Revised:

NA

Effective date:

July 1, 2024

Review date:

July 1, 2027

Responsible Party:

Chancellor

Historical versions: Link if applicable.

NA

Introduction and Purpose:

University Policy:

The Office of Marketing and Communications is the central office for precise and accurate messaging related to Montana Tech and its values. The Office oversees the [website](#), social media, digital newsletters, the campus and alumni magazine, and campus-wide presentations. The Admissions Office oversees all undergraduate prospective student publications while the Graduate School develops promotional materials for graduate-level programs. These offices collaborate with the Office of Marketing and Communications to review representation of mission, programs, and services.

- Data and rankings will be dated and cited.
- Statistical data will be provided and verified by the [Institutional Research Office](#).
- Procedures for regularly reviewing materials are developed and managed by the Office of Marketing and Communications and the Admissions Office.

Internal control considerations, if applicable:

Proactive steps to ensure adequate safeguarding of assets, e.g. segregation of duties, misuse or fraud, etc.

Adopted by: (Chancellor) Date

Procedures:

- All departments and programs are responsible for maintaining accurate information on their webpages, while the Office of Marketing and Communications is responsible to review for accuracy and consistency. Departments and programs must seek approval from the Office prior to creation of promotional materials to ensure accuracy, consistency, and data integrity.
- The Director of Admissions will review and update promotional materials annually by conferring with campus representatives who have responsibility for programs and services discussed in the materials. Data will be provided by appropriate departments.
- Career Services will be the source of job placement and outcome information.
- The Dean of Students will facilitate annual review and updates to the Montana Tech [Student Handbook](#) by conferring with campus representatives who have responsibility for programs and services outlined in the document.
- The Registrar will facilitate annual review and updates to the Montana Tech [Catalog](#) by conferring with campus representatives who have responsibility for programs and services outlined in the document.
 - All curricular changes are approved by the Curriculum Review Committee and Faculty Senate before edits are made to the catalog.
 - Other campus approved changes go through the [Office of the Commissioner of Higher Education](#) and [Montana University System Board of Regents](#) approval process before implementation.
 - Policy changes are presented and approved by the [Deans' Council](#) and, if approved, forwarded to Faculty Senate for informational purposes.
 - The catalog is sent to departments for review and approval upon publication.
- Anyone wishing to report inaccurate information found on the University's website or published materials may do so on Montana Tech's brand webpage located here: www.mtech.edu/montana-true/tools/index.html. The information will be routed to the responsible office for follow-up or correction. Further concerns should be elevated to the supervisor through the applicable chain of command.