

Faculty Senate Agenda

11/22/2024

1-2 p.m.

Mill 201

- I. Welcome and minutes: <https://mtech.edu/facultystaff/facultysenate/minutes/2025/minutes-10-25-24.pdf>

Action Items

- II. CRC Recommendations
- a. Creation of M 162 – Applied Calculus
 - b. Place Metals Fabrication AAS into moratorium (Fall 2025)
 - c. Retitle Materials Science and Engineering Ph.D.
- III. Proposal to change the process of 20th day grades:
<https://mtech.edu/facultystaff/facultysenate/documents/2024/agenda-11-4-24-updated.pdf>

Informational Items

- IV. Giving Tuesday and Foundation Q&A - <https://foundation.mtech.edu/>
- V. Committee Updates
- a. Course Evaluation
 - b. Chancellor Search Candidates December 4th, 5th, and 6th
 - i. <https://mtech.edu/chancellor-search/index.html>
 - ii. Faculty meetings with candidates 10:30-11:30 (Big Butte/Highlands)
 - iii. Open Forum 3:30-4:30 (Copper Lounge)

Discussion Items

- VI. For the Good of the Order

Protocol: The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.
See workflow document

<https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms>

Guidance can be found at: <https://mus.edu/che/arsa/academicproposals.html>

Submission Requirements: All Submissions (checked by CRC):

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- Completed CRC Form, with all Signatures and Attachments based on level of request (see below)
- Naming Convention as determined by CRC

LEVEL of Request

Please indicate the type of request(s) by selecting *all that apply*:

1. *Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a **new course** for the catalog (please contact the Registrar of MUS CCN information) Required

Documents:

- Course Number
- Course Outcomes
- Course Description
- Syllabus
- Curriculum Worksheet
- Pre-requisite or co-requisite
- Course Changes:** addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
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2. *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium: Required Documents:
 - Program Termination and Moratorium Form
 - Academic Proposal Request Form
- Withdrawing a postsecondary educational program from moratorium. Required Documents:
 - Academic Proposal Request Form

- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or fewer.
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Date 3/27/24

Dept. Mathematical Sciences

Program _____

College CLSPS

CRC Representative Erica Asano

Description of Request: _____

Create M 162 Applied Calculus

Current Course or Program Information: _____

Currently we offer M 142 (Business math II) as an alternative to M 171. M 142 has a prerequisite of M 121.

Number (Assigned By CRC): _____

Proposed Change

Course #	Name	Credits	Pre-req.
M 162 SAT 560+	Applied Calculus	3	M 121 or M 151 or ACT 24+ or

Introductory course surveying the principal ideas of differential and integral calculus with emphasis on applications and computer software. Devising and analyzing mathematical models in discrete and continuous settings. Intended primarily for students who do not plan to take additional courses in the calculus sequence.

Course generally offered in the spring semester

This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.

List of supporting documentation attached (See Level of Request for Requirements):

Assessment Leading to Request

The Biology department and SHIH are interested in having students take a calculus course that does not require students to take M 151 as a prereq. Currently, we only offer M 142 (Business Calc) with a focus on business applications. This modeling based calc course will focus more on applications to the biological and health sciences. It will also include sinusoidal functions which the current M 142 does not.

Anticipated Impacts to "Other" Programs

We have discussed this new course with both the head of the Department of Biological Sciences and the Department of Safety, Health and Industrial Hygiene. Both courses are currently using M 142 in their curriculum.

Impact on Library: Hilary Smith Risser _____ has consulted with Scott Jusciweicz _____ at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

Date to take effect (note that the earliest date is the next calendar year): January 1st, 2025 _____

Montana Tech

Curriculum Change Request Form Dated December 23, 2022

APPROVALS

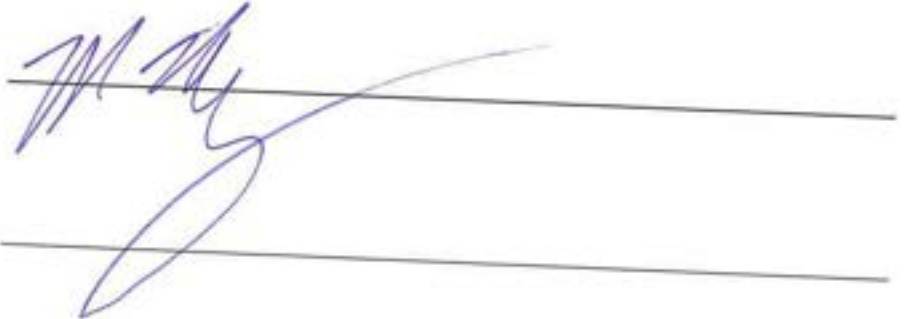
Department Head Approval

Date 3/27/24

Hilary Smith Risser

Dean Approval

Date 10/3/24



Graduate Council Approval

Date _____

CRC Approval

Date _____

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

Syllabus

M 162: Applied Calculus

3 credits

Course description:

Introductory course surveying the principal ideas of differential and integral calculus with emphasis on applications and computer software. Devising and analyzing mathematical models in discrete and continuous settings. Intended primarily for students who do not plan to take additional courses in the calculus sequence.

Topics: Modeling with linear and exponential logarithmic functions; sine and cosine functions; logistic function; definition and interpretation of the derivative and the definite and indefinite integrals; methods of differentiation and integration; graphing with the first and second derivatives; solving basic differential equations; slope fields; equilibrium solutions; devising and analyzing mathematical models using calculus and differential equations

Instructor: Dr. Laurie Battle

Prerequisites: Appropriate placement score or one of M 121 (College Algebra) or M 151 (Precalculus).

Learning Outcomes:

- Use calculus as a tool for solving applied problems;
- Evaluate and graph the sine and cosine functions;
- Understand the meaning of the derivative and demonstrate basic techniques of differentiation;
- Understand the meaning of the indefinite and definite integral and demonstrate basic techniques of integration;
- Devise and analyze basic mathematical models using differential and difference equations;
- Use mathematical software as a tool for analyzing applied calculus problems

Textbook: Hughes-Hallett et al., Applied Calculus, 7-th ed., John Wiley & Sons, Inc., 2014

Grading policy: The course grade will be determined as follows:

- Homework: 10%
- Projects: 20%
- Three exams: 15% each
- Final exam: 25%

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Placing a postsecondary educational program into moratorium: Required Documents:

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- Academic Proposal Request Form

- Withdrawing a postsecondary educational program from moratorium. Required Documents:

- Academic Proposal Request Form

- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more. Required Documents:
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Date March 12, 2024

Dept. Trades and Technology **College** Highlands College

Program: Metals Fabrication AAS

CRC Representative: Linda Granger

Description of Request:

Place Metals Fabrication AAS in moratorium Fall 2025

Current Course or Program Information:

Number (Assigned By CRC): _____

Proposed Change

<u>Course #</u>	<u>Name</u>	<u>Credits</u>	<u>Pre-req.</u>
<p>This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.</p>			

List of supporting documentation attached (See Level of Request for Requirements): N/A

- Academic Proposal Request Form
- Program Termination and Moratorium Form
- Metals Fabrication catalog program sheet

Assessment Leading to Request

The Metals Fabrication program was developed as an avenue for students to stack the previous Precision Machining Certificate of Applied Science and the previous Welding Technology Certificate of Applied Science into an AAS degree. Highlands College now has both a Precision Machining Technology AAS and a Welding Technology AAS and is developing a Smart Manufacturing Technology Certificate of Applied Science. Once the Smart Manufacturing Technology CAS is completed, the plan is to bring back Metals Fabrication as an Advanced Manufacturing Technology AAS which combines the Smart Manufacturing CAS with courses in both Precision Machining and Welding. The Highlands College Industry Advisory Board has indicated that the Metals Fabrication program no longer provides the appropriate amount of advanced training in either Precision Machining or Welding and support placing the Metals Fabrication in moratorium and development of the Smart Manufacturing Technology CAS with a future Advanced Manufacturing Technology AAS.

Anticipated Impacts to "Other" Programs None

Impact on Library: None

Date to take effect: Fall 2025

APPROVALS

Department Chair Approval

Date 3-12-2024

Jim LePore

Dean Approval

Date 3-12-2024

Spren Vandaveer

Graduate Council Approval

Date _____

CRC Approval

Date _____

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date 3/12/24

[Signature]

Chancellor Approval (see below)

Date _____

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

SUBMISSION MONTH/YEAR

ITEM XXX-XXXXX

ITEM TITLE

Institution: Highlands College of Montana Tech

CIP Code: 48.0599

Program/Center/Institute Title: Metals Fabrication AAS

Includes (please specify below): Face-to-face Offering: X Online Offering: _____ Blended Offering: _____

Options: _____

Proposal Summary [360 words maximum]

What: Place Metals Fabrication AAS in Moratorium Fall 2025

Why: The Metals Fabrication program was developed as an avenue for students to stack the previous Precision Machining Certificate of Applied Science and the previous Welding Technology Certificate of Applied Science into an AAS degree. Highlands College now has both a Precision Machining Technology AAS and a Welding Technology AAS and is developing a Smart Manufacturing Technology Certificate of Applied Science. Once the Smart Manufacturing Technology CAS is completed, the plan is to bring back Metals Fabrication as an Advanced Manufacturing Technology AAS which combines the Smart Manufacturing CAS with courses in both Precision Machining and Welding. The Highlands College Industry Advisory Board has indicated that the Metals Fabrication program no longer provides the appropriate amount of advanced training in either Precision Machining or Welding and support placing the Metals Fabrication in moratorium and development of the Smart Manufacturing Technology CAS with a future Advanced Manufacturing Technology AAS.

Resources:

ATTACHMENTS

Attachments

Please mark the appropriate type of request and submit with any additional materials, including those listed in parentheses following the type of request. For more information pertaining to the types of requests listed below, how to complete an item request, or additional forms please visit <http://mus.edu/che/arsa/academicproposals.asp>.

X **A. Level I:**

Campus Approvals

X **1a. Placing a postsecondary educational program into moratorium (Program Termination and Moratorium Form)**

Montana Board of Regents
ACADEMIC PROPOSAL REQUEST FORM

_____ 1b. Withdrawing a postsecondary educational program from moratorium

_____ 2. Establishing, re-titling, terminating or revising a campus certificate of 29 credits or less

_____ 3. Establishing a B.A.S./A.A./A.S. area of study

_____ 4. Offering an existing postsecondary educational program via distance or online delivery

OCHE Approvals

_____ 5. Re-titling an existing postsecondary educational program

_____ 6. Terminating an existing postsecondary educational program (Program Termination and Moratorium Form)

_____ 7. Consolidating existing postsecondary educational programs (Curriculum Proposal Form)

_____ 8. Establishing a new minor where there is a major or an option in a major (Curriculum Proposal Form)

_____ 9. Revising a postsecondary educational program (Curriculum Proposal Form)

_____ 10. Establishing a temporary C.A.S. or A.A.S. degree program *Approval limited to 2 years*

_____ **B. Level II:**

_____ 1. Establishing a new postsecondary educational program (Curriculum Proposal and Completed Request to Plan Form)

_____ 2. Permanent authorization for a temporary C.A.S. or A.A.S degree program (Curriculum Proposal and Completed Request to Plan Form)

_____ 3. Exceeding the 120-credit maximum for baccalaureate degrees *Exception to policy 301.11*

_____ 4. Forming, eliminating or consolidating an academic, administrative, or research unit (Curriculum or Center/Institute Proposal and completed Request to Plan, except when eliminating or consolidating)

_____ 5. Re-titling an academic, administrative, or research unit

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

Please complete the following questionnaire prior to submission of a program for termination or placement into moratorium. Please add additional comments beneath each question where applicable.

Program Title: **Metals Fabrication AAS**

Program is being X Placed into moratorium Terminated

1. Are there currently students enrolled in the program? (If yes, please answer questions a - c below.) Y: X N:

a.) Have all students currently enrolled in the program been met with and informed of the impending termination/moratorium? Y: N: X

The impacted students will begin courses fall 2024 and will complete Spring 2026, however they will still be able to all of the courses as required.

b.) What is the expected graduation date of all students from the program?

Spring 2026

c.) Have course offerings been planned to allow for students in the program to complete the degree in a reasonable fashion? Y: X N:

2. Will any faculty layoffs or changes in working conditions occur because of the termination/moratorium? (If yes, please answer questions a - b below.) Y: N: X

The Metals Fabrication Program is a combination of the Welding Technology CAS

And the Precision Machining Technology CAS which are still offered.

a.) Have the faculty affected by the program termination/moratorium been notified? Y: N:

Montana University System
PROGRAM TERMINATION/MORATORIUM FORM

b.) Please describe any layoffs that will occur including the date expected?

3. The following parties, where applicable, have been notified of the impending program termination/moratorium. (Please mark X for completed, NA for not applicable):

a.) Internal Curriculum Committees X

b.) Faculty Senate X

c.) Program Public Advisory Committee X

The Highlands College Industrial Advisory Board has been notified and is in support of moratorium.

d.) Articulation Partners

4. Has there been any negative feedback received from students, faculty, or other constituents regarding the impending termination/moratorium? (If yes, please explain below.) Y: N: X

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- Establishing a new postsecondary educational program

MONTANA

TECHNOLOGICAL UNIVERSITY

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Date March 25, 2024
Dept. Metallurgical & Materials Engineering
Program Materials Science Ph.D. Program

College Lance College of Mines & Engineering
CRC Representative Mario Caccia

Description of Request: Retitle the program "Materials Science and Engineering"

Montana State University and Montana Technological University jointly wish to retitle the existing program as the "MUS Collaborative Materials Science and Engineering Ph.D. Program."

Current Course or Program Information: The current program title is "MUS Collaborative Materials Science Ph.D. Program"

Number (Assigned By CRC): _____

Proposed Change

Course #	Name	Credits	Pre-req.
None. The following paragraph in the course catalog description of the program curriculum will be modified as follows to stipulate at least nine credits of engineering coursework is required:			
Courses. The MUS MatSci Ph.D. will require a minimum of 60 semester credits beyond the bachelor's degree. Of the 60 credits, at least 18 credits must be obtained for dissertation research, and at least 32 credits must be earned for coursework. Up to 24 semester-credits from a master's degree may be accepted toward the minimum degree requirements, but they must be applicable to the MatSci curriculum, and their acceptance is subject to the review and approval of the student's committee and the MatSci program's Leadership Council. At least nine of the elective credits must feature engineering content and skills. No more than 6 credits may be from 400-level courses. To ensure that students benefit from the collaborative, three-campus nature of the program, at least 9 credits must be earned from courses offered away from the home campus. Students are expected to complete the 20-credit core curriculum and pass the qualifying examination within the first year.			
This should include what will appear in the catalog, exactly. New course require course outcomes listed in this area.			

List of supporting documentation attached (See Level of Request for Requirements):

Assessment Leading to Request

Campus program directors at Montana State University and Montana Technological University have consulted participating faculty, program graduates, and current Ph.D. students. The response on both campuses has overwhelmingly supported the proposed change in program title to the MUS Collaborative Materials Science and Engineering Program.

Anticipated Impacts to "Other" Programs

The proposed change will have a negligible effect on most "other" programs except for a modest enrollment increase in 400- and 500-level engineering courses.

Impact on Library: MTU Program Director Jerry Downey _____ has consulted with Scott Juszkiewicz _____ at the Montana Tech library to ensure needed materials and media are available. (Or No consultation is required since changes are only in the course number, course name, or course pre-requisites.)

Date to take effect (note that the earliest date is the next calendar year): January 2025

MONTANA
TECHNOLOGICAL UNIVERSITY

APPROVALS

Department Head Approval

Date 3/22/2024

Jerome P. Laursey

Dean Approval

Date _____

Graduate Council Approval

Date _____

CRC Approval

Date _____

Faculty Senate Approval

Date _____

VCAA Approval (see below)

Date _____

Chancellor Approval (see below)

Date _____

III. Proposal to change the process of 20th day grades

Sarah North Wolfe and Joe Cooper came to Leslie and I a few weeks ago to discuss the possibility of changing the process for 20th day grades.... Sarah and I have met with Dr. Elgren and then with the Deans. All seem to be on board with changing the process a bit.

The proposal is to change 20th day midterm grades in banner to a progress report in EAB Navigate.

- I would still send an all faculty email around the 17th day reminding them that 20th day progress reports are due soon.
- I will also still run the report to identify freshman in courses that are not normally evaluated under the midterm practices.
- Instructors will go into Navigate and issue an alert, or progress report for any student that is not doing satisfactory work in their course. There is a drop down so they can add more information than just the UNSAT grade to give advisor more information to follow up with the student.
- Instructors can also issue satisfactory grade reports to show a student is doing well. These can include the student as a “pat on the back” or “good job”.
- Sarah can and will track which students should have a 20th day grade and do not

The 40th day midterm grade remains unchanged. The catalog does not need an edit, here is the current language in the catalog:

Semester Grade Reports are available to students via their secure *OrediggerWeb* (<http://Orediggerweb.mtech.edu>) account approximately one week following the date grades are due each term, including summer school. **Midterm grade reports** are available to all Highlands College students and undergraduate freshmen (those students who have earned 29 credits or less) prior to the last date to drop a class with an automatic “W” (50th day of the semester). See the [academic calendar](#), in the Semester Class Schedule, or via the Montana Tech web site.

Thanks for your help with this!

Heather and Sarah

MONTANA TECH

Evaluation for Face to Face Lecture Courses

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Student

- a. Was this course required for your major or was it an elective? Required Elective
b. What grade do you expect in this course? F D C B A
c. How much time did you spend on this course outside of class? _____ hrs/wk
d. How much outside time involved the instructor (office hours/appointment)? _____ hrs/wk

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Instructor

	1 = Strongly disagree	2 = Disagree	3 = Neither agree nor disagree	4 = Agree	5 = Strongly agree
1. was prepared for lecture and maintained effective teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. provided and reviewed a syllabus that included course objectives and outcomes (see below).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. used various assignments, quizzes and/or exams effectively for evaluation and synthesis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. used fair evaluation and synthesis methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. gave timely feedback that helped students prepare for future assignments, quizzes and/or exams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. was responsive and available during office hours or by appointment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. used lecture time efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. encouraged students to challenge themselves and produce quality work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

What course aspects contributed to your learning (and meeting course objectives and outcomes)?

What course aspects did not contribute to your learning (and meeting course objectives and outcomes)?

What do you suggest for improving the course?

Feedback for other students: What advice would you give to another student who is considering taking this course (or section)?

Please provide additional comments.

MONTANA TECH

Evaluation for Face to Face Lecture Courses

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Course Objectives – Please indicate if the following objectives were met or not met and comment

The student will:

Course Objective #1: _____ <type in the objective here> _____

Met Not Met

Comments _____

Course Objective #2: _____ <type in the objective here> _____

Met Not Met

Comments _____

Add more Course Objectives as needed

Course Outcomes – Please indicate if the following outcomes were met or not met and comment

The student will:

Course Outcome #1: _____ <type in the outcome here> _____

Met Not Met

Comments _____

Course Outcome #2: _____ <type in the outcome here> _____

Met Not Met

Comments _____

Add more Course Outcomes as needed

Question #	Question	Lecture Course	Laboratory course	Distance course (fully online)	Distance course (blended)	Distance course (hyflex)
1)	The instructor is well prepared.	1	1	1	1	1
2)	The instructor stresses general concepts and ideas.	4	1	1	1	1
3)	The instructor uses examples and illustrations.	1		3	4	4
4)	The instructor gives references for more interesting and involved points.	8	8	7	8	8
5)	The instructor explains clearly.	1	1	1	1	1
6)	The instructor gives lectures that are easy to outline.					
7)	The instructor states the objectives of each class.	2	2	2	2	2
8)	The instructor summarizes to emphasize the major points.	3	4			
9)	The instructor makes a few major points during lecture rather than many.					
10)	The instructor identifies what he or she considers important for the purposes of testing and evaluation.	3	4	3	3	3
11)	The instructor uses exams and various assignments effectively for synthesis and evaluation.	3	4	3	3	3
12)	The instructor is fair and impartial in grading assignments, exams, quizzes, etc.	4	4			
13)	The instructor keeps students informed of their progress.					
14)	The instructor is helpful and responsive to students.	5	5	5	6,7	6,7
15)	The instructor encourages class discussions/participation.	8	8	8	8	8
16)	The instructor asks questions of students.	8	8			
17)	The instructor is willing to listen to student questions and opinions.	5	5	5	5	5
18)	The instructor is available for extra help during his/her office hours or by appointment.	5	5	6,8	7,9	7,9
19)	The instructor has a concern for the quality of teaching and learning.	8	8			
20)	The instructor encourages students to challenge themselves and do high quality work.	8	8			
21)	The instructor treats students with respect.					
22)	The instructor has an effective style of presentation.	1	1	1	1	1
23)	The instructor has a strong command of the subject matter.	1	1	1	1	1
24)	The instructor is enthusiastic.					
25)	The quality of teaching was very effective in contributing to my learning.	1	1			