Faculty Senate Agenda
3/1/24
Noon to 1 p.m.
Mill 201

I.   Welcome and minutes
        a.   Review of 2/16/24 minutes

Action Items

II.   CRC – Proposal to revise the Associate of Science curriculum (HC)

Informational Items

III.   Budget Advisory Committee update

Discussion Items

IV.   Campus Safety Committee and Enterprise Risk Management Committee

V.   Proposal to increase Part-Time Instructor Pay and allow for departmental supplements

VI.   For the Good of the Order

Faculty Senate Minutes
2/16/24
4-5 p.m.
Mill 201

Senators in attendance: S. Risser, S. Rosenthal, D. Autenrieth, C. Young, C. Faught, A. Mitra, D. Galarus, R. LaDouceur, J. Herndon, J. Kirtley, M. Egloff, C. Gammons, B. Hill, A. Traut

I.   The minutes were reviewed and a motion was made to approve. That motion was seconded and passed without further discussion.

Action Items

II.   CRC (Reserved)

Informational Items

III.   A Provost search update was provided.

IV.   Professional Development Group potential topics for the spring were discussed. Senators will solicit their departments to see if anyone wants to serve on the Professional Development Committee and/or propose additional professional development topics.

Discussion Items

V.   Request for faculty volunteers on the Policy Index was discussed. Peter Lucon was nominated but was not in attendance. The Chair will check with Peter regarding his willingness to review the Policy Index.

VI.   Safety training was discussed.

VII.   Course evaluation recommendations were discussed. The committee was directed to pilot the proposed survey in the summer and fall semester before bringing this issue back to the Faculty Senate.

VIII.   The Research Faculty and Staff Policy was discussed. A motion was made to delay any action on this policy until the March 15th meeting. That motion was seconded and passed without further discussion.

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

X.   The meeting adjourned at 4:41pm.

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):
- ☐ Electronic Copy (with the exception of signatures- no handwritten items)
- ☐ 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 <u>new course</u> 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
   - ☐ <u>Course Changes:</u> addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:
     - ☐ Course Number
     - ☐ Course Outcomes
     - ☐ Course Description
     - ☐ Syllabus
     - ☐ Pre-requisites or co-requisites
     - ☐ Existing Curriculum Worksheet
     - ☐ New Curriculum Worksheet, with changes highlighted
   - <u>X Amend an existing degree program.</u> Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor. Required Documents:
     - ☐ **Documents as listed under establishing a new course (as applicable)**
     - X Existing Curriculum Worksheet
     - X New Curriculum Worksheet, with changes highlighted
   - ☐ Other (for those that are considered in this level but otherwise not listed):
     - _____

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 more. Required Documents:
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course (see section 1)**
- ☐ Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course (see section 1)**
- ☐ Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
    - ☐ Academic Proposal Request Form
- ☐ Other (for those that are considered in this level but otherwise not listed):

    _____

    - ☐ Academic Proposal Request Form

3. OCHE Approvals Level I *(must be approved by the VCAA and Chancellor prior to CRC submission)*: Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link: https://mus.edu/che/arsa/Forms/AcademicForms.html

- ☐ Re-titling an existing postsecondary educational program. Required Documents:
    - ☐ Academic Proposal Request Form
- ☐ Terminating an existing postsecondary educational program.
    - ☐ Academic Proposal Request Form
    - ☐ Program Termination and Moratorium Form
- ☐ Consolidating existing postsecondary educational programs
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal Form
    - ☐ **Documents as listed under establishing a new course (see section 1)**
- ☐ Establishing a new minor where there is a major or an option in a major
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal Form
    - ☐ **Documents as listed under establishing a new course (see section 1)**
- ☐ Revising a postsecondary educational program
    - ☐ Curriculum Proposal Form
    - ☐ Academic Proposal Request Form
- ☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
    - ☐ Academic Proposal Request Form
    - ☐ **Documents as listed under establishing a new course (see section 1)**

- ☐ Other (for those that are considered in this level but otherwise not listed):

    _____

- ☐ Academic Proposal Request Form

4. Level II *(must be approved by the VCAA and Chancellor prior to CRC submission)*:
Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination or personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- ☐ Establishing a new postsecondary educational program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ ==**Documents as listed under establishing a new course (see section 1)**==
- ☐ Permanent authorization for a temporary C.A.S. or A.A.S degree program
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum Proposal
    - ☐ Completed Intent to Plan Form
    - ☐ ==**Documents as listed under establishing a new course (see section 1)**==
- ☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
    - ☐ Academic Proposal Request Form
    - ☐ ==**Documents as listed under establishing a new course (see section 1)**==
- ☐ Forming, eliminating or consolidating an academic, administrative, or research unit
    - ☐ Academic Proposal Request Form
    - ☐ Curriculum or Center/Institute Proposal
    - ☐ Completed Request to Plan, except when eliminating or consolidating
    - ☐ ==**Documents as listed under establishing a new course (see section 1)**==
- ☐ Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
- ☐ Curriculum Proposal
- ☐ Completed Intent to Plan Form

Date January 29, 2024
Dept. Associate of Science College   Highlands College
Program: Associate of Science

CRC Representative: Linda Granger

Description of Request: Remove MT 1016 College Success OR Program Specific Seminar Requirement and replace with an additional 3 credits of Program Electives.

Current Course or Program Information: MT 1016 College Success or Program Specific Seminar is currently included as an additional course requirement.

Number (Assigned By CRC): _____

Proposed Change

Course # Name	Credits	Pre-req.
Remove MT 1016 College Success OR Program Specific Seminar **Add an Additional Program Elective Course (total of 30-31 credits in program electives)**		

==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): N/A

- Current program sheet from 2023-2024 Catalog
- Proposed curriculum sheet

Assessment Leading to Request

The MT 1016 College Success course is no longer offered and is not required for any of the four-year degrees at Montana Tech. Additionally, not every program at Tech has a 100 or 200-level seminar course that students are required to take. In order to complete the current AS program requirements a course substitution for the MT 1016 or Program Seminar is necessary for many of the students as they are completing their graduation paperwork.

Anticipated Impacts to "Other" Programs

The proposed change further streamlines the pathway to both AS and BS completion and the advising students receive. It also removes the need to complete course substitutions for students entering programs that do not have a required seminar which alleviates an additional step in the degree audit process for graduation.

Impact on Library: None

Date to take effect: Fall 2024

MontanaTech

APPROVALS

Department Chair Approval
Date 1/29/24
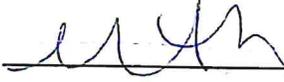
Dean Approval
Date 1/29/24

Karen Van Daveer
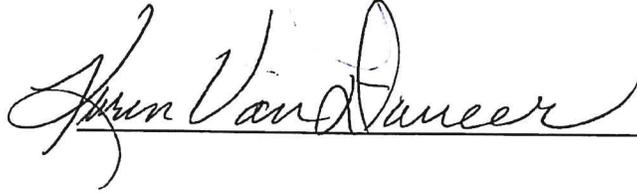
Graduate Council Approval
Date _____

CRC Approval
Date 02/08/2024

Tamara Harp

Faculty Senate Approval
Date _____

VCAA Approval (see below)
Date _____

Chancellor Approval (see below)
Date _____

MontanaTech

Student Name:

Student ID:

Catalog Year:

Associate of Science

Proposed curriculum 24-25 catalog

First (Freshman) Year

	Fall Semester Courses	Grade / Term		Spring Semester Courses	Grade / Term
M 1xx	Mathematics	/	P & L S 1xx/2xx	Physical & Life Science	/
P & L S 1xx/2xx	Physical & Life Science	/		Physical & Life Science Lab[2]	/
	Physical & Life Science Lab[2]	/	HUMN 1xx/2xx	Humanities Elective	/
HUMN 1xx/2xx	Humanities Elective	/	SS 1xx/2xx	Social Science Elective	/
SS 1xx.2xx	Social Science Elective	/	COMX 111 OR	Introduction to Public Speaking	
WRIT 101 OR	College Writing I		COMX 230 OR	Presenting Technical Info	
WRIT 121	Intro to Technical Writing	/	WRIT 201	College Writing II	/
		0	M 1xx OR	Mathematics	
			STAT 131 or 216		/
					0

Completion of Montana Tech and MUS General Education Core[4]

Second (Sophomore) Year

	Fall Semester Courses	Grade / Term		Spring Semester Courses	Grade / Term
____ ____	BS PROGRAM ELECTIVE 5,6	/	____ ____	BS PROGRAM ELECTIVE 5,6	/
____ ____	BS PROGRAM ELECTIVE 5,6	/	____ ____	BS PROGRAM ELECTIVE 5,6	/
____ ____	BS PROGRAM ELECTIVE 5,6	/	____ ____	BS PROGRAM ELECTIVE 5,6	/
____ ____	BS PROGRAM ELECTIVE 5,6	/	____ ____	BS PROGRAM ELECTIVE 5,6	/
____ ____	BS PROGRAM ELECTIVE 5,6	/	____ ____	BS PROGRAM ELECTIVE 5,6	/
____ ____		/			
		0			**0**

Minimum Credits for Associate of Science A.S.   **60**   **Total Credits Accumulated**   **0**

[1] Students MUST register for math as indicated by college entrance or appropriate placement exams and follow the required sequence. This may increase the total degree credits.

[2] Physical & Life Science 1 course with lab required. Choose appropriate courses that will count towards BS in chosen field (Engineering, Biology, Nursing, Business, etc). See program in catalog or work with

[3] See General Education Requirements for acceptable courses. (total of 30-31 credits)

[4] Upon completion of the 30-31 credits required in the core, students are eligible to receive a Certificate in General Studies from Highlands College/Montana Tech. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use the Certificate to demonstrate completion of the core when transferring within the MUS or as a milestone to earning an Associate of Arts or Associate of Science degree at Highlands College/Montana Tech.

[5] 1xx and 2xx level coursework in any discipline within an identified Bachelor's Degree Program (total of 30 credits)

[6] Approved electives do not include any 0xxx courses such as M 065. Also, HPER credits (including ACT, ACTV credits) are limited to 4 credits.

[7] Students MUST take MT 1016 or their program specific seminar course.

Additional Classes

				/						/	
				/						/	
				/						/	

UPDATED 9/19/18

Student ID:_____

Student Name:_____

Adviser Name:_____

Catalog: 2023-2024 Catalog

Program: Associate of Science, A.S.

Minimum Credits Required:_____

Associate of Science, A.S.

The Associate of Science is a transfer program with achievement indicating the student has successfully completed a course of study including pre-requisite courses equivalent to the first two years of a bachelor's degree. The Associate of Science does not include a major or a minor, instead, students complete a 20-24 credit program of study pathway leading in most instances to transfer to a STEM related Bachelor Degree. Through the utilization of enhanced advising practice, the Associate of Science will advise, retain, and facilitate student transfer from Highlands College to related degree programs at Montana Tech or other Baccalaureate granting institutions across Montana.

Objective 1: Prepare students for entry into STEM (Science, Technology, Engineering and Mathematics), Healthcare, other non-STEM related fields or appropriate Applied Science degrees through completion of all developmental, and prerequisite coursework leading to early transfer.

Objective 2: Graduate students with 60 credits of rigorous 100 & 200 level coursework while maximizing credits awarded by combining general education and program specific pathway courses leading to an Associate of Science degree.

General Education Core (30-32 credits)

Mathematics Core (6 credits)

Please refer to the General Education Requirements [1]

Physical & Life Sciences Core (6-7 credits MUST INCLUDE 1 LAB)

Please refer to the General Education Requirements [2]

Social Sciences Core (6 credits)

Please refer to the General Education Requirements

Humanities/Fine Arts Core (6 credits)

Please refer to the General Education Requirements

Communication Core (6 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
WRIT 121 - Introduction To Technical Writing	3 credits			
-OR-				
WRIT 101 - College Writing I	3 credits			
And one of the following:				
COMX 111 - Introduction to Public Speaking	3 credits			
COMX 230 - Presenting Technical Information	3 credits			
WRIT 201 - College Writing II	3 credits			

Additional Required Courses (1/2 credits)

Course Name	Credits	Term Taken	Grade	Gen Ed
MT 1016 - College Success	2 credits			
-OR-				
• Program Specific Seminar Course *1-2 credits*				

Program Electives (28 credits)

- Any 1XX and 2XX level coursework in any discipline within an identified Bachelor's Degree Program *(28 credits)*
- *Electives do not include any remedial (0XX) courses such as M 065. Also, Activity credits (including ACT, ACTV credits) are limited to 4 credits.*

Total Credits Required for Degree: 60 credits

Notes:

1. Students must register for math as indicated by college entrance or Accuplacer exams and follow the required sequence. This may increase the total degree credits.

2. Physical & Life Science must contain at least 1 lab component. Choose appropriate courses that will count towards BS in chosen field (Engineering, Biology, Nursing, Business, etc.)

Upon completion of the 30-31 credits required in the core, students are eligible to receive a Certificate in General Studies. The Certificate recognizes the completion of the core and is approved by the Montana University System Board of Regents. Students may use this certificate to demonstrate completion of the general education core when transferring within the MUS or as a milestone to earning an Associate of Science degree at Highlands College. **Please see Enrollment Services to apply for this certificate.**

Notes:

III. Budget Committee Update:

Budget Committee Report:

- The $600k+ Ron Muffick reported at the State of Tech means that <u>we do not dip</u> into the Revolving Reserve account (as originally budgeted) for FY 24
- Preliminary projection of FY 25 looks solid due to tuition rise, however, our pay raises have to be covered also
- Positions are ranked based on:
    - Impact to Compliance, Student Faculty Ratio, Growth, Enrollment or Baseline Services
    - Timing or critical need in FY 25
    - Expected ROI (Per Ron, "Yes or No, not scientific")
    - State budget impact/no impact
    - Current or New Position
    - Tie to enterprise risk management
    - Tie to strategic plan

Final Position placement will be presented at 5 March Budget Advisory Committee Meeting. As the additional positions stand now for FY 25:

- 5.83 FTE's are removed from Possibilities funding and place on State Funding **[Includes Writing Instructor}**
- 0.25 FTE Budget Analyst (75% MBMG & 25% State)
- 1 FTE Geological Engineering Assistant Professor
- 0.5 FTE Civil Engineering Administrative Assistant
- + some bits and pieces

What this summarizes to:

- Academic Support   2.17 FTE
- Institutional Support   1.25 FTE
- Instruction   2.83 FTE
- Student Services   1.83 FTE
  TOTAL   8.08 FTE

What is missing from current Possibilities funding moving to State Funding is 1 FTE Mining Engineering faculty. A proposal is before the LCME Dean to rectify this.