

Faculty Meeting
9/3/2025 2:00 p.m.
Mill 201

I. Welcome and Minutes: <https://www.mtech.edu/facultystaff/facultysenate/minutes/docs/2025/minutes-4-21-25.pdf>

II. Campus introductions and accolades

Action Items

III. Reserved (CRC, GERC, GC)

Information Items

IV. Montana Tech Culture Statement

Discussion Items

- V. Senator Nominations
- a. Curriculum Review Committee
 - b. Employee Relations Committee
 - c. Faculty Service Committee
 - d. Research Advisory Committee

- VI. Faculty Nominations
- a. Advising Steering Committee
 - b. AI Task Force
 - c. Center Academic Innovation
 - d. University Budget Committee

VII. For the good of the order

IV. Draft Montana Tech Culture Statement

At Montana Tech, we:

- Support each other through empathy and care.
- Encourage open dialogue and professional communication.
- Strengthen collaboration and interconnectivity.
- Embrace collective responsibility and personal accountability.

V. Senate Representative Nominations:

a. Curriculum Review Committee

The Curriculum Review Committee (CRC) functions in an oversight and review capacity. It reviews and approved all curriculum matters – both at the undergraduate and graduate level – before sending any of these matters to the Faculty Senate. In this capacity the CRC ensures the following: 1) that all curriculum changes coming from an individual department are coordinated with the curricula of other departments and do not impact negatively other curricula; and 2) that academic standards are upheld.

Thus, the Curriculum Review Committee will first review and then submit to the Faculty Senate with a positive or negative recommendation all curriculum issues submitted to it by a School/College. These matters will include all new courses, all course changes, all newly developed academic programs and all academic program changes. Before acting on anything, the CRC will circulate all proposed curriculum matters to all Deans and to the Provost/EVCAA.

The CRC, of itself, may initiate curriculum changes. However, the normal flow for curriculum matters is first from a department to its college, then to the CRC, next to the Faculty Senate, and finally to the Board of Regents. In effect, approval is required from one group before proceeding to the next group in the “flow.” Following this chain of command will ensure open communication, discussion, and input and will enhance the process of “reviewing” curricula. The Chair shall be elected by the committee.

CRC Committee Composition

One member below the rank of Dean from each academic department;

One student member;

Registrar (ex-officio member);

One member from the Library (ex-officio member);

Provost/EVCAA (ex-officio member); and

Faculty Senate representative.

b. Employee Relations Committee

The ERC Committee advises, informs, and produces reports to Faculty and Staff Senates, as well as the Executive Team regarding employee confidence, professional culture and relations, as well as shared governance matters.

Tasks:

- Recommend improvements to all elements of University governance including but not limited to strategic planning initiatives, internal communications, and routine campus operations.
- Interact with Staff Senate, Faculty Senate, and the Executive Team to strengthen employee recognition, advancement opportunities and voice.
- Propose Faculty/Staff Handbook revisions on a routine basis.
- Report workplace concerns for appropriate consideration to the correct entity.
- Review metrics to monitor progression against Great Places to Work or other employee morale surveys.
- Provide a confidential forum in which employees can discuss relevant workplace concerns.
- Consider Faculty or Staff Senate, or Executive Team actions as the Committee deems appropriate.
- Suggest events, trainings, or other actions that can provide tangible benefits consistent with the ERC's charge.

Representation, Composition, & Bylaws:

- The Committee is composed of four (4) staff and four (4) full time faculty members appointed by the Staff and Faculty Senates respectively.
- Student employees may not serve as members but can communicate with the Committee as outlined below.
- The Director of Human Resources serves as an ex officio member of the committee.
- The first meeting of the academic year must occur before October 1st. The Faculty Senate Chair shall convene and preside over the first meeting.
- At the first meeting, the committee shall select a Chair, Vice Chair, and Secretary.
- The Chair presides over meetings and presents updates to the Campus Community upon request or deemed appropriate by the Committee.
- The Vice Chair fills the role of the Chair if needed or appropriate.
- The Secretary records meeting minutes and may preside if Chair and/or Vice Chair are unavailable. Further, the Secretary will upload all documents to and maintain a OneDrive folder.
- IT shall provide and maintain a Montana Tech email account for ERC that forwards any message to every committee member.
- The Staff Senate President, Faculty Senate Chair as well as any member of the Executive Team may request copies of meeting minutes from the Secretary at any time.
- Committee members are appointed for two (2) year terms.
- Committee members may not seek or designate substitutes for attendance or voting purposes.
- Committee member terms will stagger to maintain continuity.
- In order to maintain confidentiality when required or appropriate, the Chair shall ensure minutes have been redacted as needed. Further, the Chair shall use Executive Sessions to limit viewership in the room. All members must agree as a term of service to be mindful of confidential and/or sensitive information.
- Every committee member vote carries the same weight.
- A simple majority of members will constitute committee support for any motion provided a quorum is present.
- To ensure full consideration, any campus employee (including student employees) should send their concerns to the Chair at least five (5) business days prior to the meeting. At the Chair's discretion, other concerns may be added to the agenda at any point prior to the meeting.
- The quorum required for any meeting consists of a simple majority.
- Meetings may be held via any modality (face-to-face, Zoom, or hybrid for examples) as selected by the committee.

c. Faculty Service Committee

The FSC shall consist of one (1) faculty member on continuous tenure appointed by the Board of Regents, one (1) faculty member on continuous tenure appointed by the Chancellor and one (1) faculty member on continuous tenure elected by the faculty senate. The committee members shall serve a twelve-month (12) term, to commence on September 1.

d. Research Advisory Committee

The Research Advisory Committee serves to ensure the quality and integrity, and promote the vitality of the research programs at Montana Tech. The committee may make recommendations to the Vice Chancellor for Research and Graduate Studies on matters brought before it by committee members or Montana Tech faculty. On occasion, the committee will be requested to review, initiate or endorse proposals that relate to research policies, practices, and budgets from the Montana Tech campus.

Assessment The Research Advisory Committee will make a periodic assessment of the performance of the campus research effort. This assessment may include, but not be limited to, evaluation of degree production, publications, patents, sponsor feedback, faculty workloads, student scholarship and public support of academic research. The Research Advisory Committee will forward the results of this assessment, along with any recommendations, to the Chancellor for his action.

Membership The committee shall consist of no less than 10 members selected from the research active faculty at Montana Tech by the Vice Chancellor for Research and Graduate 135 | Page Studies, with the advice and consent of the Provost/EVCAA. The Faculty Senate and the Montana Bureau of Mines and Geology shall each have at least one member on the committee. The committee shall be chaired by the Vice Chancellor for Research and Graduate Studies. The Provost/EVCAA, the Director of the Office of Contracts and Grants, and the Director of Physical Facilities shall serve as the ex-officio members of the committee.

Meetings The committee shall meet at the pleasure of the chair or by petition of any member of the committee.