

Montana Tech Faculty Senate Meeting  
Wednesday, October 12, 2016 - 3:30-5pm

**Attendance**

**Senators present:** Abhishek Choudhury, Stella Capoccia, Conor Cote, Bill Drury, Charie Faught, John Getty, Bill Gleason, Brian Koontz, Brian Kukay, Atish Mitra, Vicki Petritz, Scott Risser, Michael Webb, Laura Young, Miriam Young

**Guests:** Doug Abbott, Paul Beatty, John Garic, Kathy Stevens, Joyce O'Neill, Aaron Thomas, Matt Egloff

**Welcome & Minutes**

- I. Welcome and Minutes
  1. Found online at <http://www.mtech.edu/about/facultysenate/minutes/2016/september-28.pdf>
  2. Quorum met
  3. Motion (John Getty; 2<sup>nd</sup> Miriam Young): To approve September 28<sup>th</sup> minutes
  4. Vote: Motion carried unanimously

**Action Items**

- I. Faculty/Staff Handbook Changes
  1. Creation of a Senate Seat for the General Studies Department (by-laws)
    - i. The General Studies at Highlands College department is seeking Senate representation. Dean John Garic and instructor Andrew Thomas were present to discuss this request. Scott Risser explained that this action requires a Senate vote to amend its By-Laws as departmental representation is outlined in the By-Laws.
    - ii. John Getty asked if the By-Laws specify an exact number of seats? Scott Risser said that they do but they also state can be reviewed when needed. Andrew Thomas said the General Studies department is working to grow and expand the breadth of its offerings. The department would benefit from Senate representation.
    - iii. Charie Faught asked how many students are enrolled in General Studies? John Garic said currently over 200 students.
    - iv. Miriam Young asked if the General Studies courses are duplicative with courses in other departments?
    - v. John Garic explained that the General Studies department is its own program but Associate of Science students are taught at both Highlands and the Main Campus. All courses under General Studies are unique courses. Two courses are up for approval on this meeting's agenda.
    - vi. Motion (Stella Capoccia; 2<sup>nd</sup> John Getty): To hold a vote at the next meeting whether to amend Senate By-Laws to add a seat for General Studies.

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- vii. Vote: All in favor to hold a vote whether to amend the By-Laws to allow for a General Studies seat at the next Senate meeting.
- viii. Vote: 13 in favor, 1 abstain
- 2. Updated descriptions of CRC and Senate
  - i. Faculty/Staff Handbook Appendix A states the curriculum changes approved by the CRC are then sent to the *General Faculty*, but the practice has been to send changes to the Senate for approval. Scott Risser suggests that if the Senate continues in this way, the Handbook should be updated to reflect that changes are sent to the *Faculty Senate* for approval. A vote by the General Faculty would be required in order to change this language in the Handbook.
  - ii. Charie Faught suggested that the Senate bring this proposed amendment for discussion and vote at the next meeting. Scott Risser said that approval by a majority of faculty present at a General Faculty body would be required. If not approved, then curriculum changes would need to be approved by the General Faculty. This would require more frequent General Faculty meetings with documentation of attendance.
  - iii. Miriam Young said that requiring General Faculty meetings to approve curriculum changes would cause problematic delays in getting new courses approved.
  - iv. Doug Abbott said that in the past the Senate was given voting powers with the expectation that senators bring back issues to their department. Senators should represent their departments' perspectives not their individual views. In this way the Senate represents the faculty as a whole.
  - v. Abhishek Choudhury asked if this change is made could the Senate still refer curriculum change requests to the General Faculty? Scott confirmed the Senate could send the requests to different groups for review if it chooses to do so. Miriam Young suggested that the requests should be approved by the Senate for efficiency's sake but that more time should be allowed to review and discuss among departments before voting.
  - vi. Motion (John Getty; 2<sup>nd</sup> Vicki Petritz): Senate take proposed changes to Faculty/Staff Handbook for Full Faculty vote.
  - vii. Vote: Motion carried unanimously
- II. General Education Review Requests
  - 1. Introduction to Film (FILM102) & Literature and the Environment (LIT 373W) as a Humanities/Fine Arts Elective
    - i. Scott Risser explained that the above courses are already being taught and are listed in the current catalog. The proposal is to identify them as Gen Ed Courses. They would count as a Humanities/Fine Arts elective.
    - ii. Charie Faught asked about the makeup of the Gen Ed Review Committee. Scott Risser explained that is an open membership committee made up of interested parties.

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- iii. Motion (Charie Faight; 2<sup>nd</sup> Bill Gleason): To approve FILM102 and LIT373W as Humanities/Fine Arts Electives
  - iv. Vote: Motion carried unanimously
  - v. Scott Risser will notify the registrar.
- III. (Belated) Curriculum Review Requests
- 1. Create PSYX 233, SOCI 235 and ANTY 491/BIOB 495
    - i. Scott Risser explained the course listed above were brought to and approved by the CRC but were not approved by Faculty Senate.
    - ii. PSYX 233 is taught by Elyse Lovell; SOCI 235 and ANTY 491/BIOB 495 are taught by Carrie Vath. These courses were never approved by the Senate.
    - iii. Stella Capoccia trusts the decision of the CRC. It is a solid committee and she trusts their judgement, so she sees no concern about these courses. Scott Risser explained that these courses have already been taught and they had adequate enrollment.
    - iv. Motion (Charie Faight; 2<sup>nd</sup> Stella Capoccia): For the Senate to approve all three courses.
    - v. Vote: 13 in favor, 1 abstain; Motion carried.
  - 2. Create BGEN 242, CJUS 121 and LEG 185
    - i. Scott Risser explained that the above three courses were brought to the Senate last year but were sent back to be reviewed by department heads as some felt they might be duplicative of courses taught on the Main campus. Business 242 has the support of Business department head Tim Kober. CJUS 121 and LEG 185 reside under the General Studies department at Highlands College.
    - ii. Motion: (John Getty; 2<sup>nd</sup> Bill Gleason): For Senate to approve all 3 courses.
    - iii. Vote: 13 in favor, 1 abstain; Motion carried.

**Discussion Items**

- I. ADA Accommodations (Q&A with invited guests)
  - 1. Scott Risser received a few questions from faculty members and senator about ADA accommodations.
    - i. Joyce O'Neill explained that the most common accommodation is for extended test time. Another common accommodation is quiet space for test taking. This often requires finding a separate room for the student to test in. Offices are sometimes used for this purpose, but sometimes the alternative space is actually more distracting.
    - ii. Stella Capoccia said in CBB they are put in the upstairs conference room, but this means students are often up with other students who are also testing. For extended test times, the same classroom can't be used as there is another class scheduled afterwards for the same room.
    - iii. John Getty said they receive a fair number of accommodation requests in Geophysical Engineering for large classes and there is nowhere to put them. He

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asked if there is an option to pass to these students to a designated proctor or testing space, as Faculty members are essentially duplicating efforts for each accommodation. He has asked in the past if the library study rooms could be used for this purpose but he was told no. He suggests that the college explore additional resources to deal with this issue.

- iv. Miriam Young said one time the Nursing department had to provide four separate rooms for students taking the same test. There was not enough room to place them. Since students all take the test at the same time, they must be put in another room, but students still come back and say that this does not fulfill their needs. This is further complicated when the test is computerized, as there are even fewer rooms with computers available.
- v. Bill Gleason said that there are no additional classrooms available for Metallurgy that are quiet. The only way to accommodate students is to put them in an office for two class periods.
- vi. Laura Young said they need to be in a room by themselves, why not the library? Joyce O'Neill said that the library is not going to take this on.
- vii. Paul Beatty said Joyce O'Neill and Cricket Peitsch have acted as coordinators for proctoring in the past in addition to their primary responsibilities, but this took away from their regular duties. In 2014 [Guidelines for Faculty with Students Requiring ADA Accommodations](#) were developed. Currently the campus does not have a disability service coordinator. The faculty could recommend that the college look into hiring a disability services coordinator on both campuses.
- viii. Kathy Stevens demonstrated some available faculty resources on accessibility. There is [a page on the website](#) for this. She spoke about making courses accessible and recommended WebAIM for resources on web accessibility. She said she would send Scott Risser the link to WebAIM.
- ix. Brian Kukay asked that since rooms are tough to secure could the college create a testing center? He said that since quiet rooms are tough to secure he allows students to use a headset. That way they can use the same room.
- x. Stella Capoccia said that using a separate room can be problematic for quizzes when answers and questions are reviewed immediately after. Students needing extra time might miss the review. Can there be a list of people on call to help facilitate?
- xi. Brian Koontz suggested accommodating students by designing a shorter test and giving all of the students extra time. Kathy Stevens said this could be problematic as it could be interpreted that other students get an advantage. Brian Koontz said this doesn't make sense, as it should be about student's individual performance, not comparing themselves to others. Joyce O'Neill said there is a different philosophy of universal design that suggests everyone do get the same accommodation. She endorses using headphones/earbuds before looking for a different room.

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- xii. Scott Risser suggested that the faculty brainstorm ways to voice these concerns, and possibly discuss them at next General Faculty meeting. There is obviously need for more faculty education on this issue.
  - xiii. Bill Gleason endorsed Kathy Stevens as a resource for creating ADA compliant courses. Kathy Stevens said it is best to start thinking about accessibility upfront when designing the course, since going back is much harder. She suggested starting with basics as it can be overwhelming.
  - xiv. John Getty said that despite efforts, it seems there are insufficient physical resources for dealing with this issue. He suggests that the Senate recommend action for increasing these resources.
  - xv. Scott Risser asked Senators to take back this discussion back to their departments for suggestions.
- II. Academic Dishonesty and Student Behavior Policies
- 1. Current policies
    - i. [Student Conduct](#)
    - ii. [Student Handbook](#)
  - 2. Academic Service Committee
    - i. Scott Risser summarized the Senate's recent activities related to Academic Dishonesty. The Senate recommended that the college adopt an XF grade for F grades given due to Academic Dishonesty. The Senate recommended forming a Working Group tasked to update Student Handbook, specifically to better describe policies and modern methods of academic dishonesty. Representatives from the colleges and ASMT have stepped forward. ASMT in particular was very interested and concerned about this issue.
  - 3. Senate Discussion w/ Guests
    - i. Abhishek Choudhury provided an update on the anti-cheating technology discussed last meeting. He said based on his research, signal jamming would not technically work, and a "Faraday Cage" room may pose legal problems. However the technology is available if the college could iron out these legal concerns. Brian Koontz said that per FCC regulations interfering with a signal is illegal.
    - ii. Stella Capoccia said there are potential issues with security. What if something happens you need to call out or need to leave area?
    - iii. Miriam Young suggested taking away cell phones during testing. Abhishek Choudhury asked how to know they don't have a phone unless you search the student? Miriam Young said you can pat them down. Scott Risser said patting down students could be problematic from the perspective of the Office of Civil Rights.
    - iv. Scott Risser asked if the Senate recommends a no cell phone policy for testing? Stella Capoccia said this should be up to individual faculty members. Laura Young suggested the policy's goal should be to minimize cheating.
    - v. Miriam Young suggested that the Task Group formulate guidelines for establishing a testing environment. 50% of the responsibility lies with the on

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instructor. For example, restricted items to pencil, paper, and possibly earbuds if necessary.

- vi. Stella Capoeira said the policy should clearly state the state the ramifications of violating policies, and provide a united front that this is taken serious. It should not be an exhaustive list of every scenario. Abhishek Choudhury said it would be impossible to cover every case.
- vii. Charie Faught asked the Provost what his perspective on these issues is.
- viii. Doug Abbott read from Matt Egloff's statements at the end of last meeting. He said that ultimately good things will come from this issue. The campus did not have a broad, widespread Academic Dishonesty problem this summer, it was a particular case and the cheaters were identified.
- ix. Doug Abbott said that the Student Handbook outlines the actions to be taken when cheating is discovered. At a minimum the student receives a zero on the assignment. These cases must be reported to the Provost. They are then addressed or escalated as needed. He has a two strike policy. On the first strike it is a learning experience. The Provost has a conversation with the students and they are made aware of further consequences. On the second strike they face these consequences. The most commonly reported type of academic dishonesty is plagiarism.
- x. XF Grade - Doug Abbott reported that legal counsel has advised that an XF grade may not allowable as an academic transcript is an academic record and there is a separation between academic and disciplinary issues.
- xi. Proctor Funding - Regarding funding for training and recruitment of proctors, he said the administration will be able to provide funding for this.
- xii. Faculty Proctors - To the question of whether proctoring an exam would be a course overload, it is not required but could be considered a professional courtesy to fellow faculty members to help proctor when possible.
- xiii. Testing Center - To the question of testing center, there is currently one on the South Campus that is available for use by instructors on the Main Campus. John Getty asked if sending students down to South Campus is sufficient for propose for accommodating ADA? Joyce O'Neill said this does not meet ADA requirements as it would be considered undue burden. Doug About said that there is a hierarchy for scheduling the testing center but it is available for instructors to schedule exams otherwise.
- xiv. Student Appeals - Stella Capoccia asked how often the Academic Standards Committee meets to handle these issues? Doug said the ASC only handles Strike 2, so it meets in cases where the student is a repeat offender. Stella said what if the student wants to appeal the first strike, if there is no formal process for appealing Strike 1? Doug Abbott said he'd advise the student to forward the issue to the Provost. If the student feels they did not participate; there could still be an appeals process. Bill Gleason said that having the Provost liaise between student and faculty member has been fairly effective in his experience.

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- xv. Reporting Number of Incidents - Doug Abbott said reporting the number of incidents reviewed by the ASC on a semester or annual basis is doable and should not present a problem from a FERPA perspective.
- xvi. Scott Risser asked Paul Beatty and Doug Abbott if the Maxient online reporting form should now be considered the official tool for reporting these issues? Paul Beatty said for full functionality yes, as Maxient will keep a record of recurring issues. He suggested considering a campus directive to require using the form.
- xvii. Charie Faught suggested that these reports be reviewed regularly to identify trends or problem areas.

**Informational Items**

III. Other Business

- 1. Scott Risser reviewed the tentative agenda for the Full Faculty meeting. He noted that the Consensual Relationship Policy item has been removed. Doug Abbott clarified that this is because it was determined there should be a single policy across MUS.
- 2. Scott Risser reviewed a list of classrooms where cameras might be installed compiled that was compiled by Abhishek Chodhoury. The Senate can review this at its next meeting.
- 3. Based on a second survey, Monday or Friday at 8:30am could serve as an alternative meeting time for the Senate.
- 4. Doug Abbott clarified a point from last meeting: a few years ago Montana Tech Faculty Association proposed having no classes on Fridays after noon. However the administration looked into this and determined that this would move 55 classes. There does not appear to be a time to schedule a “dead period” for the purposes of holding General Faculty meetings.
- 5. Bill Gleason noted an agenda item related the Faculty Survey results and Student Evaluations. He said that the Faculty Senate tackled Student Evaluations in the recent past. He suggested the Senate contact Jerry Downey as he was the chair at the time. He could summarize the Senate’s past work in this area.
- 6. Abhishek Choudhury said that during the recent ABET visit an evaluator said that less than a 50% response rate for evaluations is not a valid metric. Scott Risser asked Doug Abbott if faculty are allowed to require students to complete evaluations as a condition for receiving a final grade. Miriam Young reported it is the Nursing department’s policy not to post the final grade until the evaluation is complete. Doug Abbott said he can check with legal counsel on this question.
- 7. Motion to adjourn by Brian Kukay; 2<sup>nd</sup> by Laura Young.