

Faculty Senate Minutes
10/9/2020
1-2 pm
HC 145 and Virtual Meeting via Zoom

In Person: Charie Faught (Chair), Peter Lucon (Vice-Chair), Atish Mitra

Zoom: Karen Wesenberg, Miriam Young, Tamara Harp, Bret Robertson, Katherine Zodrow, Glenn Shaw, Courtney Young, Dan Autenrieth, Ron White, Ulana Holtz, Richard LaDouceur, Matt Egloff, Dan Trudnowski

Quorum@ 1:05pm

- I. Welcome and Minutes (<https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html>)

Approvals for September 25, 2020 Meeting Minutes

Motion to approve, and seconded. **PASSED.**

Action Items

- II. CRC Items
 - a. CE ME Depts CRC Request Form 202009 sign DanT
Dan Trudnowski presented.

Motion to approve, and seconded. **PASSED.**

- III. Committee Assignments
No discussions.

Informational Items

- IV. Intersession teaching due to long semester break update

Chair: Communicated with Provost, who conferred with Dean's council. At this point in time, there is no decision to offer intersession courses during winter break.

Discussion Items

- V. FS Handbook language on Department Standards

Request (from faculty member) to add new language to FS handbook about setting departmental standards.

Motion by faculty member: to adopt additional section 206.8 containing the language given below (see page 3 of this document).

Comments from Senators: Right now there is no official process due to three different union and non-union tracks – so it is not clear how to make these suggested changes. Why doesn't the CBA try to negotiate inclusion of this in FS handbook? It doesn't seem fair that this contract (CBA) is the standard, but not everyone is part of it. The senate as a body can make recommendations for changes. Is there no established

policy for non-union people? In that case, how will the policies apply to non-union employees? We need to know exactly where does this suggested verbiage go in. Suggest that senators discuss with their departments and come back for further discussions to senate. Moreover, faculty needs to review the handbook to see current verbiage. Highlands College needs to add their part also.

Chair: Motion is tabled, with a request to senators to come back with comments of their departments, after which this will be discussed again.

VI. Activities and priorities for the upcoming year

a. October Full Faculty Meeting

Chair: Suggested we have a full faculty meet either on 23 Oct (week of 19th – on the next senate meeting date), or on a separate date (week of 26th). Suggestion from Senator: Maybe we can have a full faculty meeting on 30th October, and discuss agenda etc at the next meeting (23rd Oct). More discussions next time.

VII. Other Items

Senator: Suggest we talk about administrative evaluations (formal evaluation process) at next meeting.

Motion to adjourn @ 1:40pm

V.

Montana Tech Faculty Association CBA Article 23 Department Performance Standards

Evaluation of faculty members for purposes of promotion and tenure shall involve consideration of appropriate Department Performance Standards of the respective academic units. Wherever possible, within faculty evaluation materials, evaluators shall describe the faculty member's progress based on Departmental Performance Standards. Distribution of approved Department Performance Standards to appropriate faculty prior to initiating the evaluation process will be done by the appropriate dean or the dean's designee.

In the event that a department wishes to modify Department Performance Standards, the department head will initiate this process by submitting to the appropriate dean the modification, a rationale for this modification, and evidence that a simple majority of department faculty support this modification.

Once the proposal for modification has been submitted, it must be approved by the appropriate dean, Provost/VCAA, and the Chancellor. A faculty member pursuing tenure and or promotion must satisfy the Department Performance Standards in effect when he or she began employment with Montana Tech or any subsequent Department Performance Standards modifications, provided that there has not been a gap in continuous employment at Montana Tech (excluding summer, leave of absences, and sabbaticals). The faculty member applying for tenure and or promotion is responsible for identifying the appropriate Department Performance Standards within his or her application cover letter. Once identified, the faculty member must adhere to that version of the Department Performance Standards in its entirety, and may not utilize any other version for that application year."

Date 9/2/2020

Dept. Civil and Mechanical Engineering

Program Civil and Mechanical Engineering

College SME

CRC Representative Liping Jiang (CE), Peter Lucon (ME)

Description of Request:

Split the "Civil and Mechanical Engineering Department" into the "Civil Engineering Department" and the "Mechanical Engineering Department.

Current Course or Program Information:

NA

Proposed Change

Course #	Name	Credits	Pre-req.

List of supporting documentation attached:

Assessment Leading to Request

In 2016, Montana Tech received permission from the Board of Regents to transition the BS General Engineering (BSGE) program into separate BS degree programs in Civil Engineering (BSCE) and Mechanical Engineering (BSME). The BSCE and BSME programs were housed within the "Civil and Mechanical Engineering Department" during this transition. The transition is now complete with both programs fully staffed, enrolled, accredited by the Accreditation Board for Engineering and Technology, and both programs have had multiple graduating classes. We would now like to house the programs in separate departments consistent with the management structure of all the other BS engineering programs at Tech.

The CE and ME Department started operating as two separate departments in AY19-20.

Anticipated Impacts to "Other" Programs

None.

Impact on Library: XXXXXXXXXXXX has consulted with XXNameXX (XX/XX/XX) 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.)

NA

Date to take effect: Fall 2020.

MontanaTech

Curriculum Change Request Form Dated 6 September 2019

APPROVALS

Department Head Approval

Miriam - C.E. Huley John Lohman / ME Date 9/1/20

Dean Approval

D. J. Smith Date 9/2/20

Graduate Council Approval

_____ Date _____

CRC Approval

J. Hank Date 10/6/2020

Faculty Senate Approval

_____ Date _____

VCAA Approval (see below)

S. D. L. Date 9/2/2020

Chancellor Approval (see below)

[Signature] Date 9/7/20

LEVEL of Request

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

Faculty Approvals (directly to CRC, then Faculty Senate):

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- Amend an existing degree program. 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
- New degree certification program of 29 credits or less
- Other:

Campus Approvals (must be approved by the VCAA prior to CRC submission):

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):

- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

Level II (must be approved by the VCAA and Chancellor prior to CRC submission):

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other: