

**Full Faculty Meeting Minutes**  
**Library Auditorium**  
**1:00pm-2:00pm**  
**6<sup>th</sup> November 2020**

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Meeting started at 1:00pm

Attendance: 10 (in-person) + 23 (Zoom) = 33

Chair (Charie Faught)

1. **Proposal to change FS Handbook** (see pages 3-4 below).

Chair presented: A new section (206.8 - Department Performance or Unit standards) has been proposed to be added to the FS handbook.

There was a discussion among faculty about the mechanisms of choice of proper evaluation cycle by the individual faculty.

Motion to approve, and seconded. **Motion PASSED (27 to 1).**

2. **Brief overview of Faculty Satisfaction Survey**

Chair presented (see presentation slides)

3. **CRC changes (informational)**

Chair presented: (see presentation slides)

4. **Review of FS activities**

Chair presented: (see presentation slides)

**5. Chancellor Discussion**

Chancellor Cook presented an overview of some of the activities through the semester, such as - visit of every academic department by Chancellor and Provost to have discussions with faculty, two “advancing tech forums” etc.

COVID update (as of 4<sup>th</sup> November) current active cases 1 (98 recovered).

Strategic planning report on progress (will send report by email to faculty). Some important issues: how to help existing students graduate, upgrade facilities, and planned energy audit of campus.

Questions from faculty about (1) possible precautions to be taken for St. Patrick’s Day gatherings, (2) possible plans for students self quarantining for first two weeks of spring semester, and (3) possible testing of students before they leave after fall semester. Chancellor: Students will be advised to use judgment and an abundance of caution in all cases.

**6. Open Discussion**

Motion to adjourn @ 1:55pm

Action: Add verbatim language from “Article 23 Department Performance Standards,” of the current Collective Bargaining Agreement (CBA) of the MTFA, to the Montana Tech Faculty Staff Handbook (FSH) as a new section 206.8. Currently there is no section 206.8 in the FSH. Currently the FSH mentions following department performance standards (such as in section 206.3.3). However, there is no written and accepted process or procedure for developing, implementing, and applying such standards in the FSH. The CBA has apparently had such language since 2014. This action will add the same language to the FSH.

Current CBA language:

**ARTICLE 23 - DEPARTMENT PERFORMANCE STANDARDS**

*Department Performance Standards were implemented in the fall of 2014*

*MTFA through 6-30-21 53*

*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.*

New 206.8 would be:

*206.8 Department Performance (or Unit) 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.*

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# FALL 2020 ALL FACULTY MEETING

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MONTANA TECHNOLOGICAL UNIVERSITY

# AGENDA

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- Proposal to change FS Handbook
- Brief overview of Faculty Satisfaction Survey
- CRC changes (informational)
- Review of FS activities
- Chancellor Discussion
- Open Discussion

# FACULTY STAFF HANDBOOK CHANGE

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- Action: Add verbatim language from “Article 23 Department Performance Standards,” of the current Collective Bargaining Agreement (CBA) of the MTFA, to the Montana Tech Faculty Staff Handbook (FSH) as a new section 206.8. Currently there is no section 206.8 in the FSH. Currently the FSH mentions following department performance standards (such as in section 206.3.3). However, there is no written and accepted process or procedure for developing, implementing, and applying such standards in the FSH. The CBA has apparently had such language since 2014. This action will add the same language to the FSH.



# PROPOSED LANGUAGE

## *206.8 Department Performance (or Unit) Standards*

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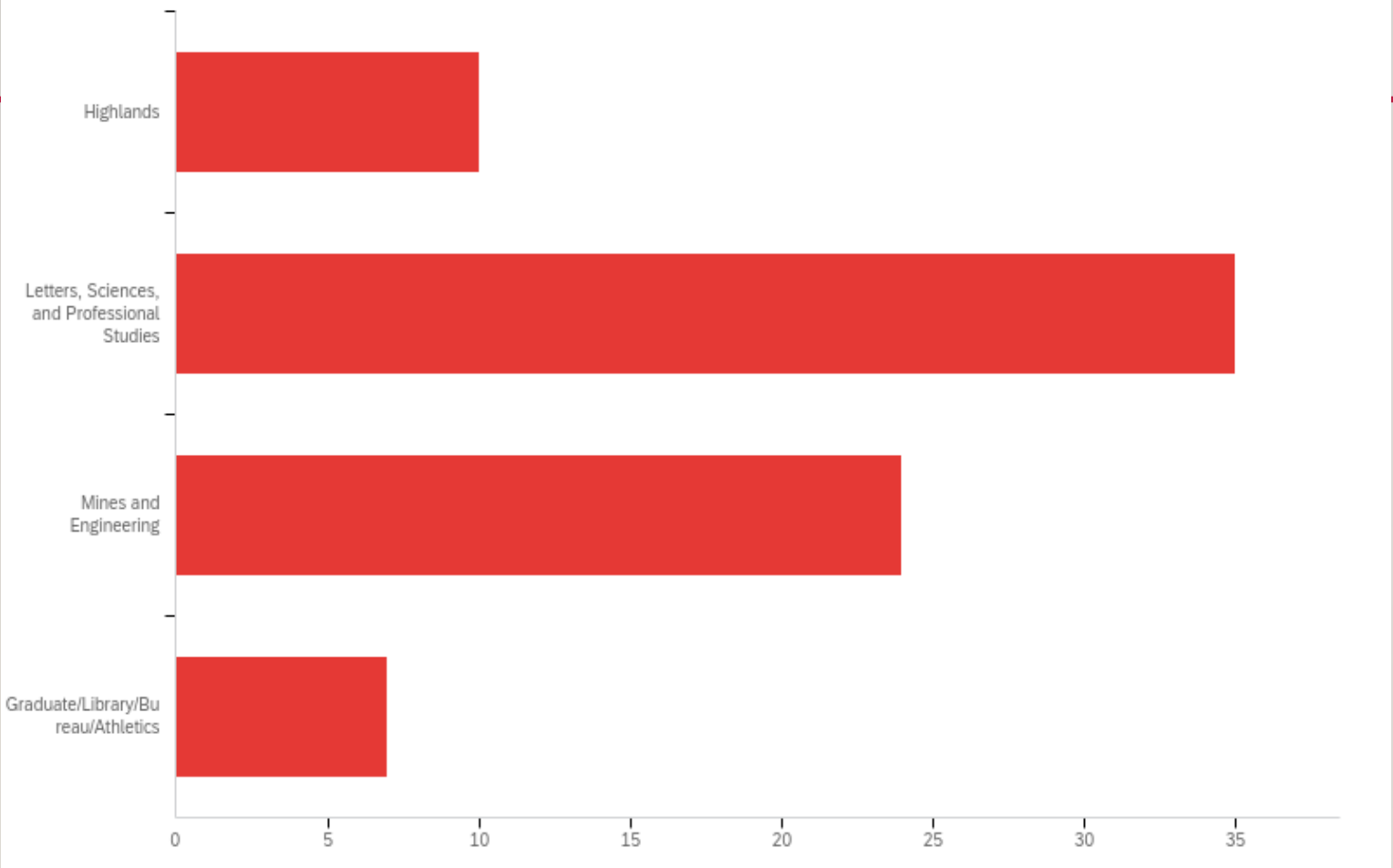


# FACULTY SATISFACTION SURVEY

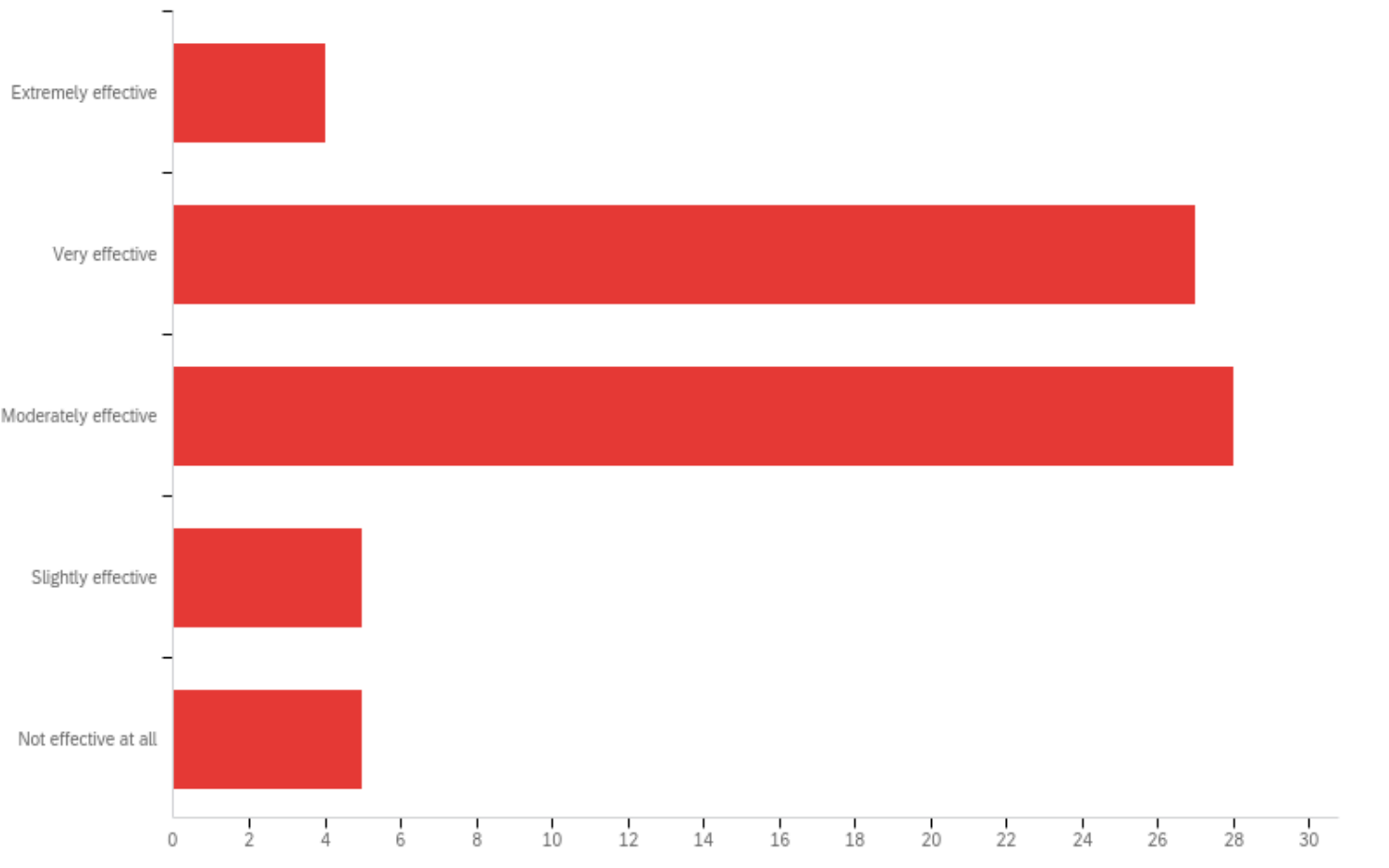
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- Performed at the end of Spring 2020
- 98 Participants
- Consistent with previous surveys (with a few modifications)
- Request to combine-work with Staff Senate for combined results- still in progress

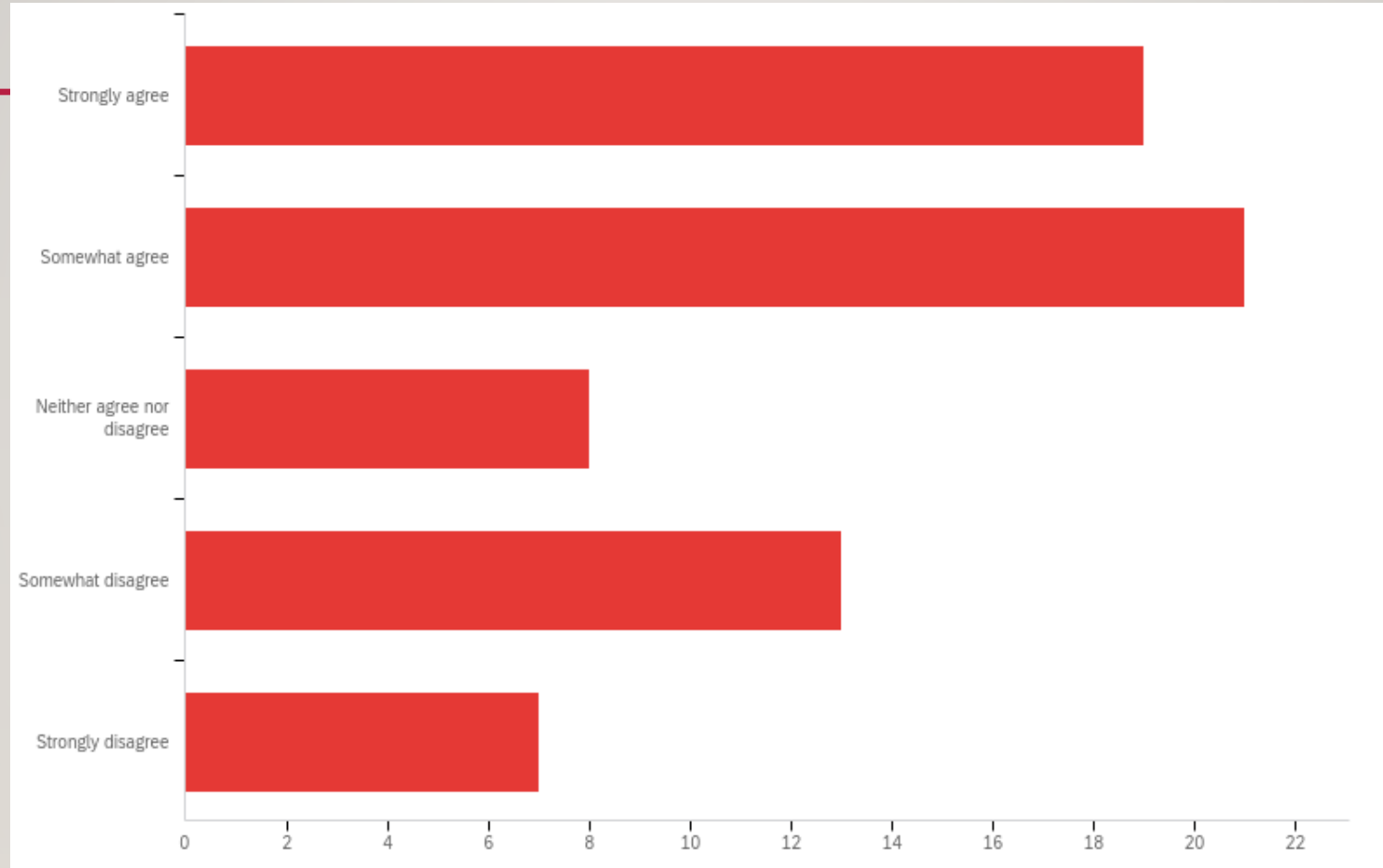
# Q5 - IN WHICH COLLEGE OR SCHOOL DO YOU RESIDE?



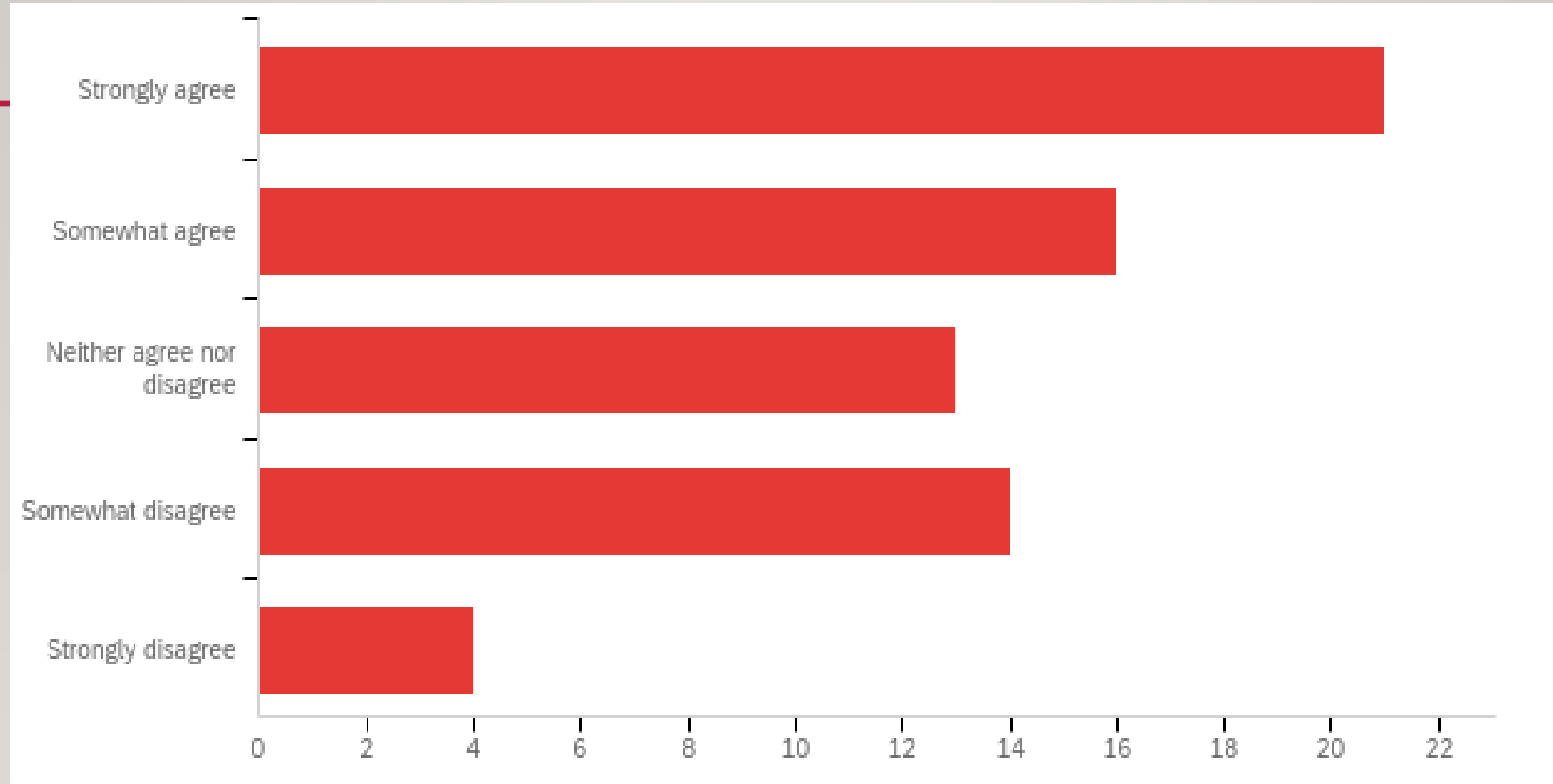
Q122 - PLEASE CONSIDER HOW ADMINISTRATION (INCLUDING THOSE LISTED INDIVIDUALLY) ACTED ON BEHALF OF MONTANA TECH IN FULFILLING OUR MISSION. BASED ON THE OVERALL PERFORMANCE OF ADMINISTRATION THIS PAST YEAR, WHAT EFFECTIVENESS MEASURE WOULD YOU ASSIGN?



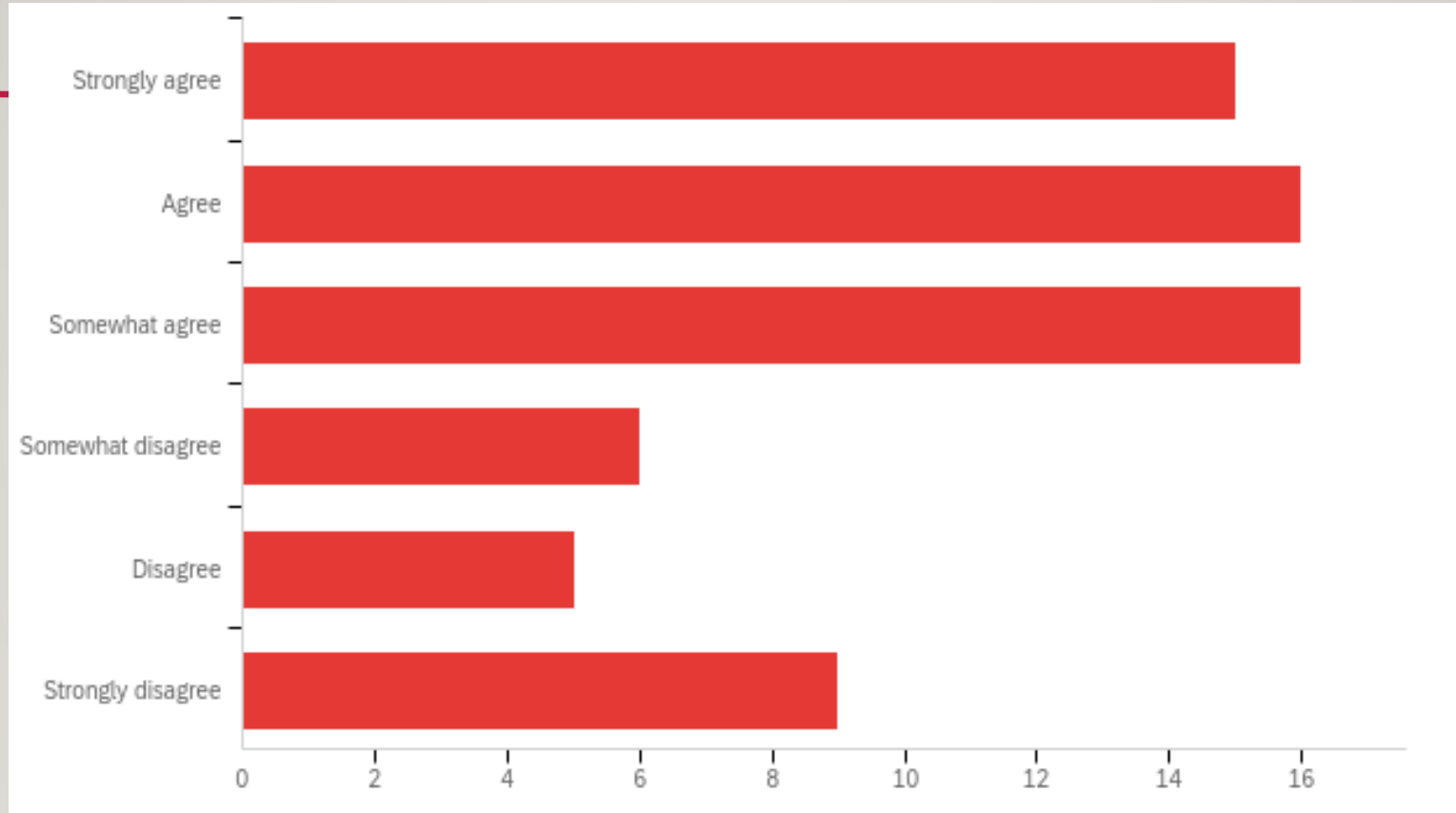
# Q85 - MY DEPARTMENT BUDGET INFORMATION IS AVAILABLE FOR ALL FACULTY TO ACCESS AND THE FUNDS ARE APPROPRIATELY ALLOCATED.



# Q131 - MY DEPARTMENT BUDGET FUNDS ARE APPROPRIATELY ALLOCATED.

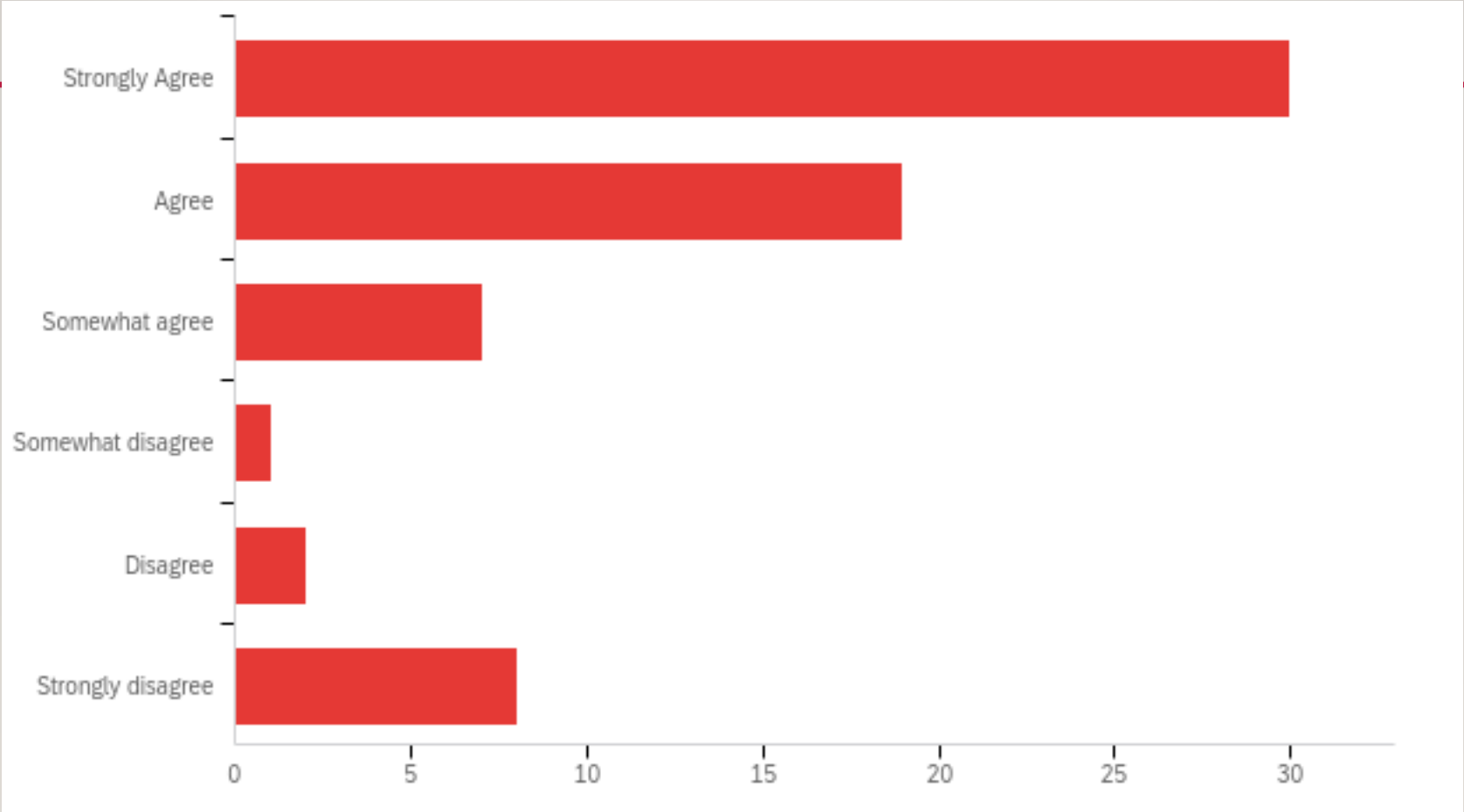


# Q33 - I CAN OPENLY EXPRESS MY CONCERNS WITHOUT FEAR OF RETRIBUTION.



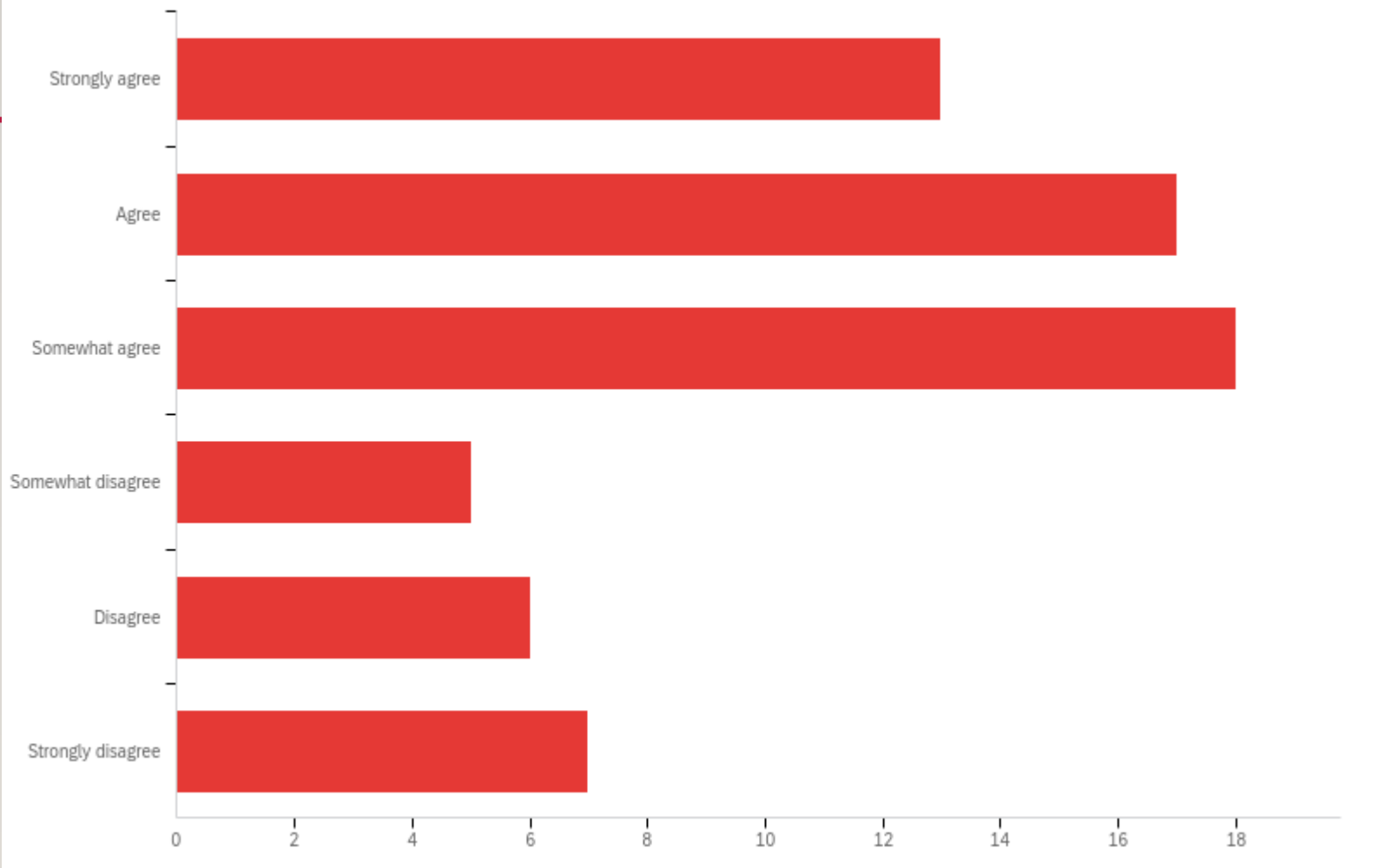


# Q87 - MY DEPARTMENT PRACTICES SHARED GOVERNANCE IN THE WAY OUR PROGRAM IS SHAPED.

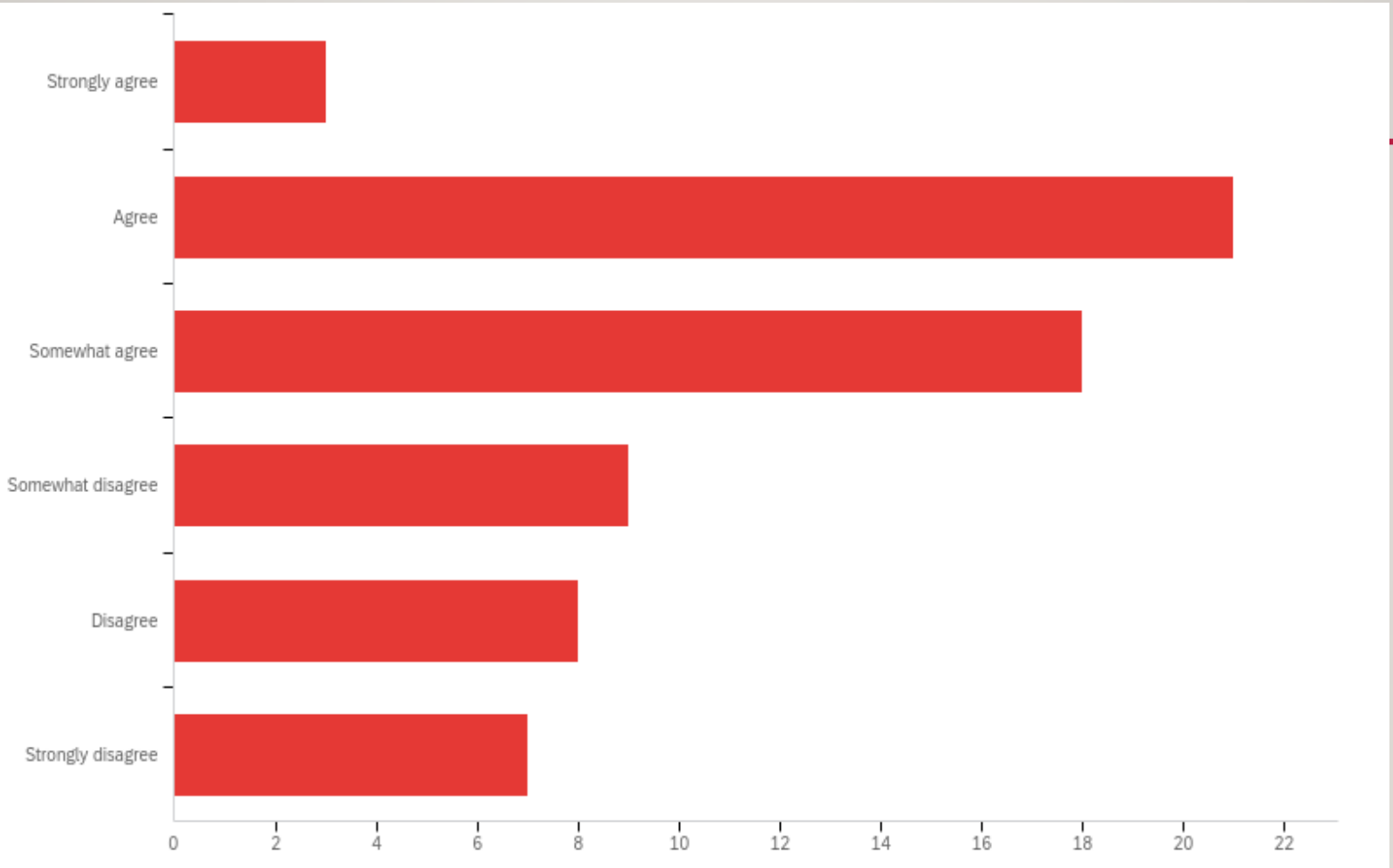




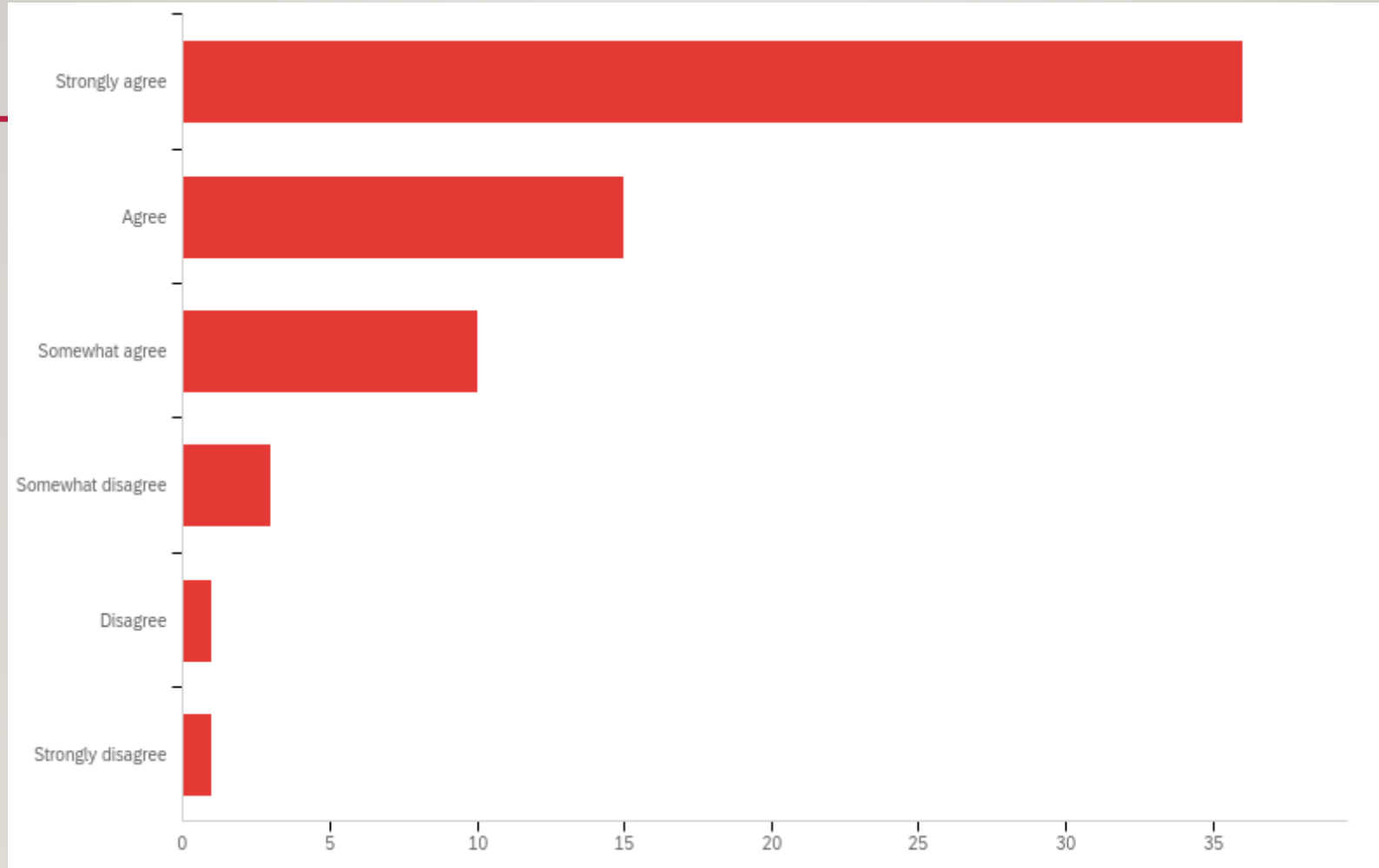
# Q34 - MONTANA TECH'S ONLINE COURSE MANAGEMENT SYSTEM (MOODLE) IS A USEFUL AND USABLE RESOURCE FOR FACULTY.



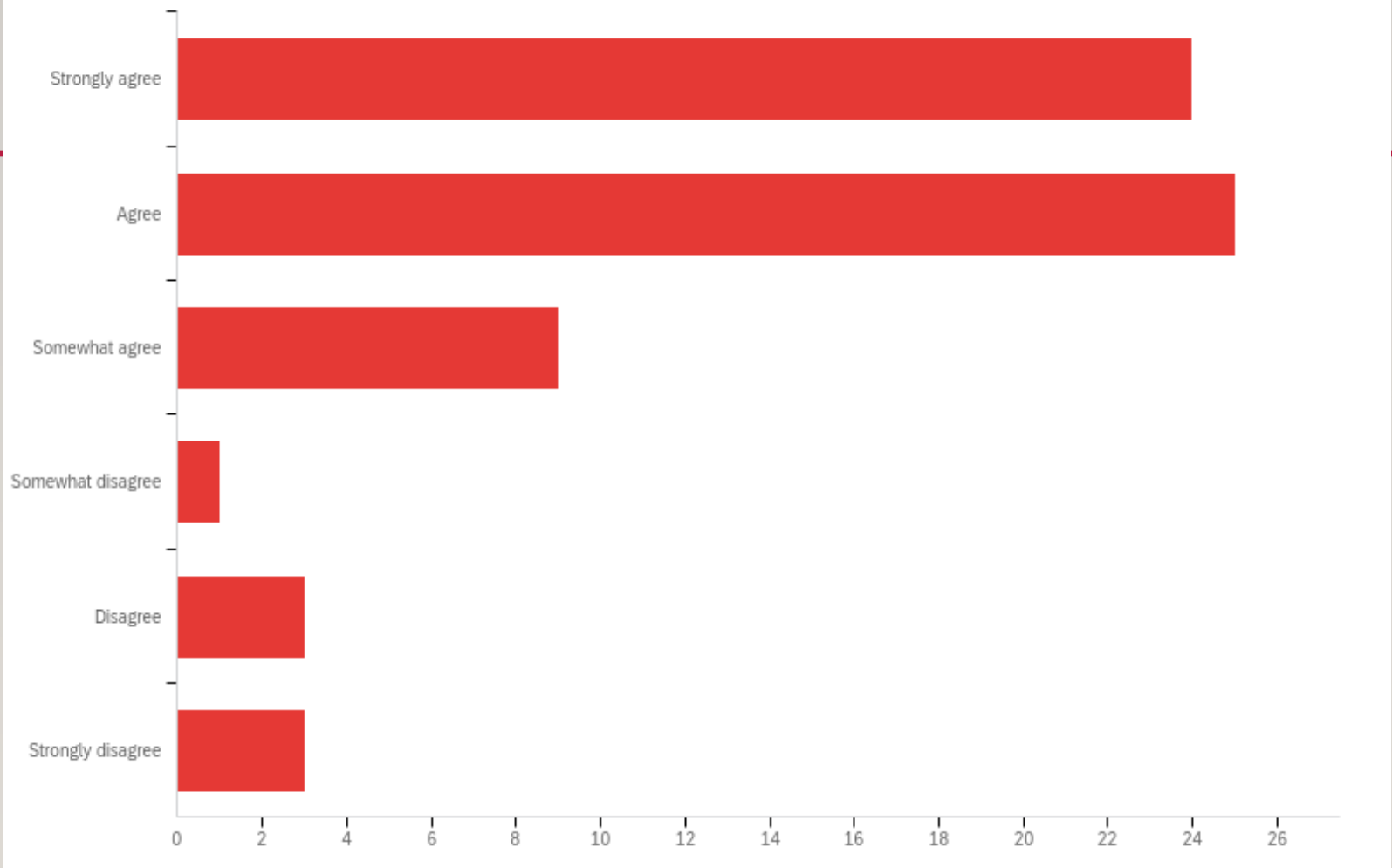
# Q35 - MONTANA TECH'S BUILDINGS AND GROUNDS ARE WELL-MAINTAINED.



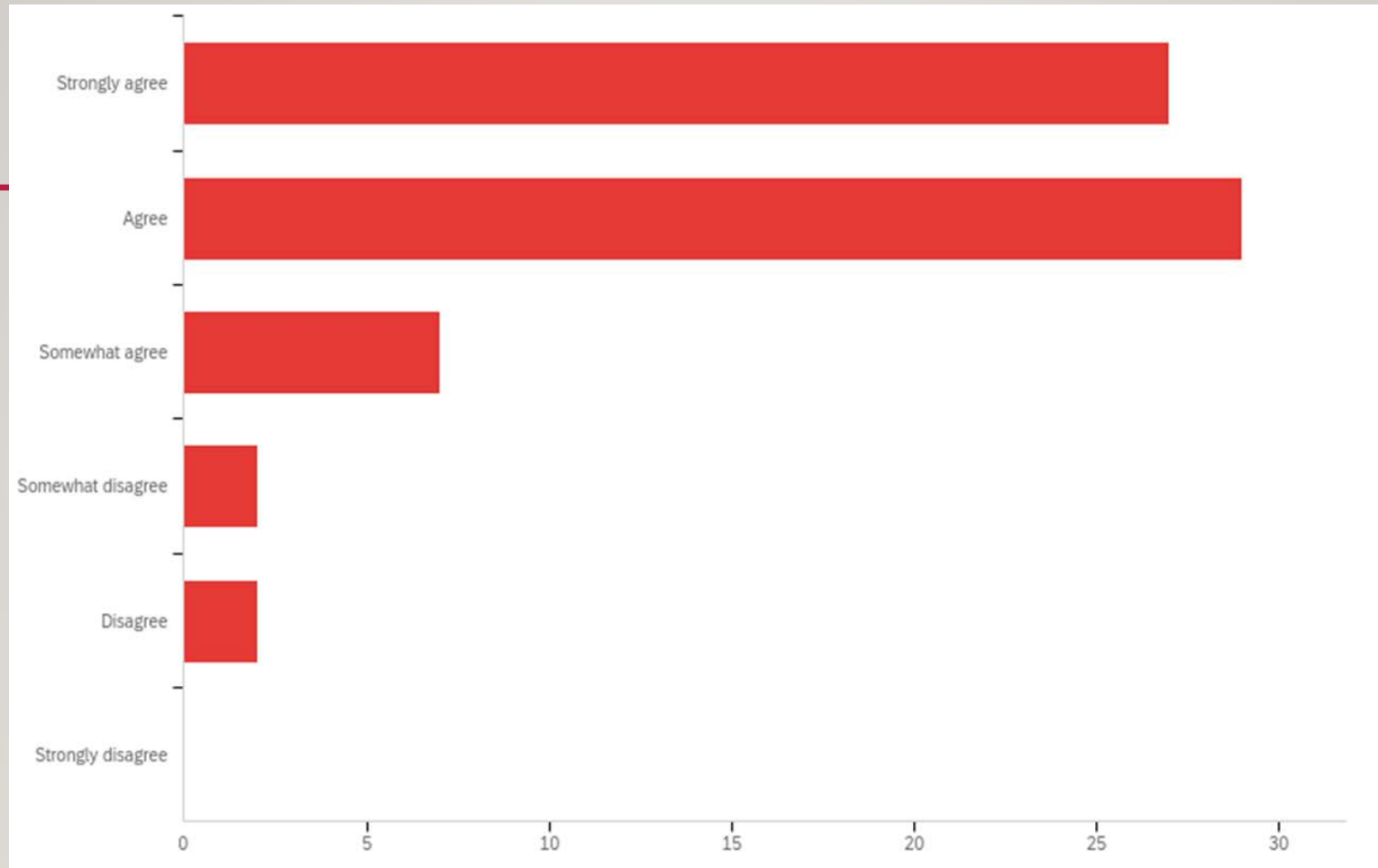
# Q36 - MY COMPUTER SUPPORT SPECIALIST PROVIDES EFFECTIVE IT SUPPORT TO FACULTY (E.G. WORKSTATIONS AND INSTRUCTIONAL TECHNOLOGY).



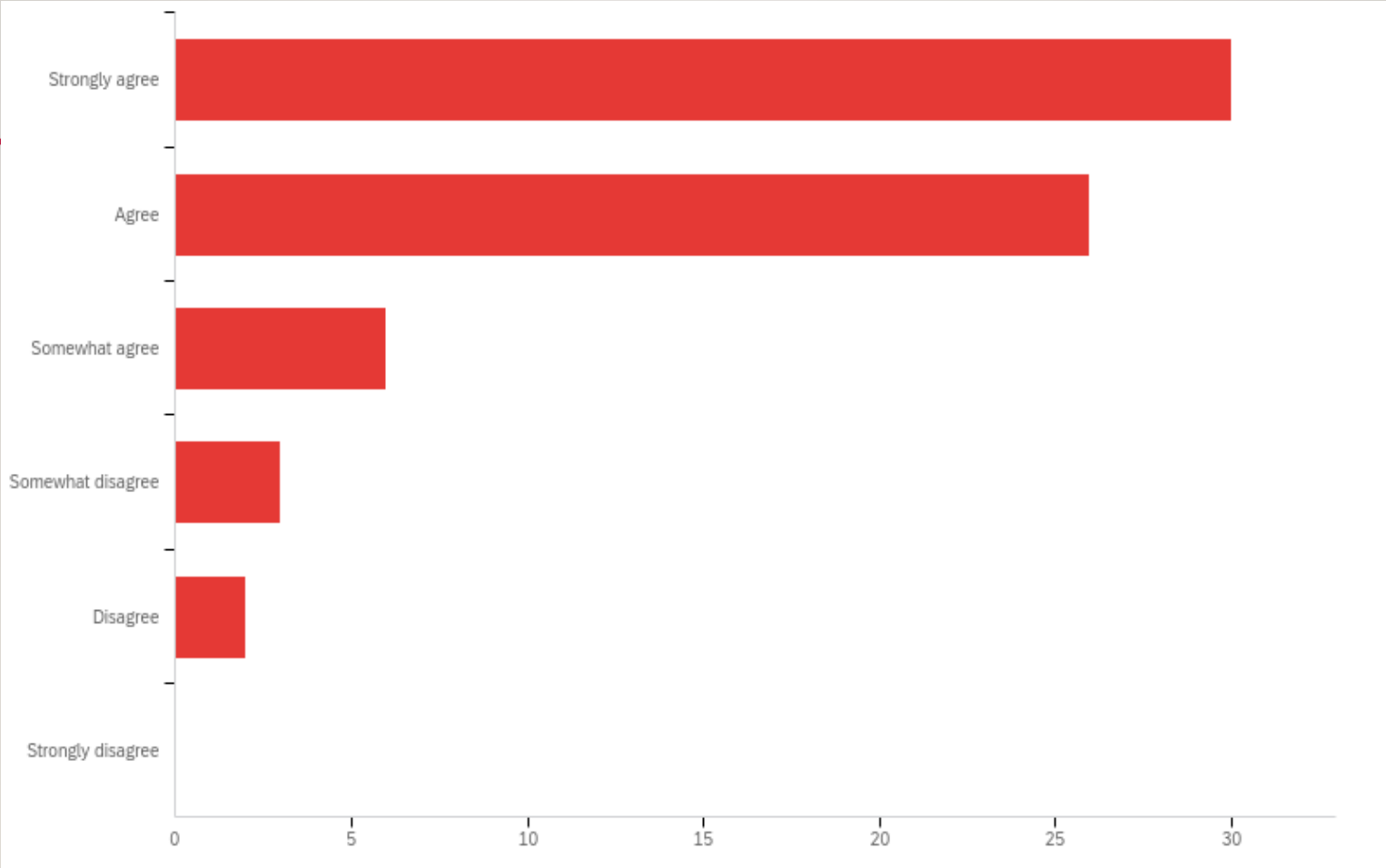
# Q80 - CAMPUS TECHNOLOGY SERVICES PROVIDE EFFECTIVE IT SUPPORT TO FACULTY (E.G. NETWORK PERFORMANCE).



# Q37 - THE LIBRARY PROVIDES ACCESS TO HIGH QUALITY RESOURCES.

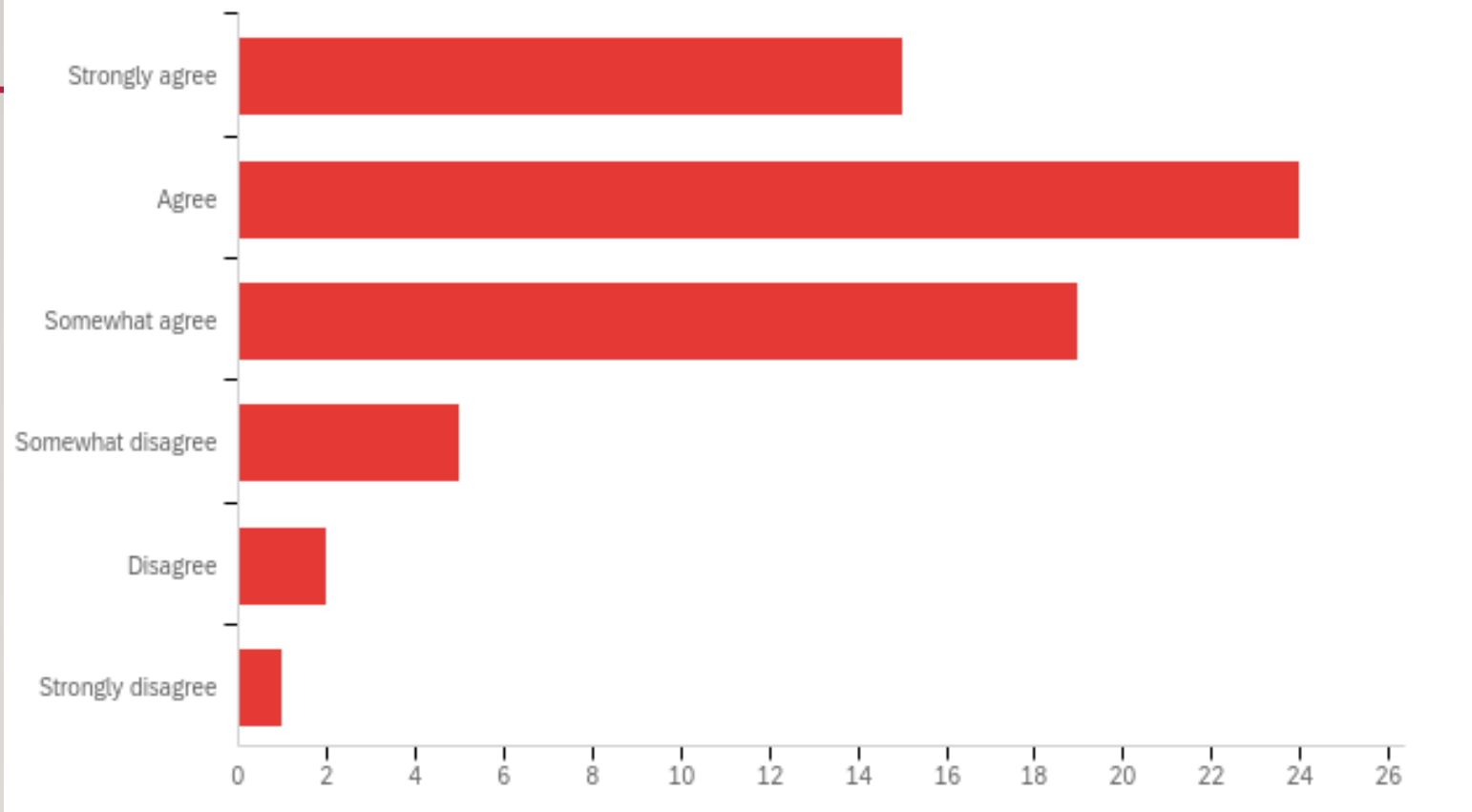


# Q75 - THE LIBRARY PROVIDES EXCELLENT SERVICE TO FACULTY.



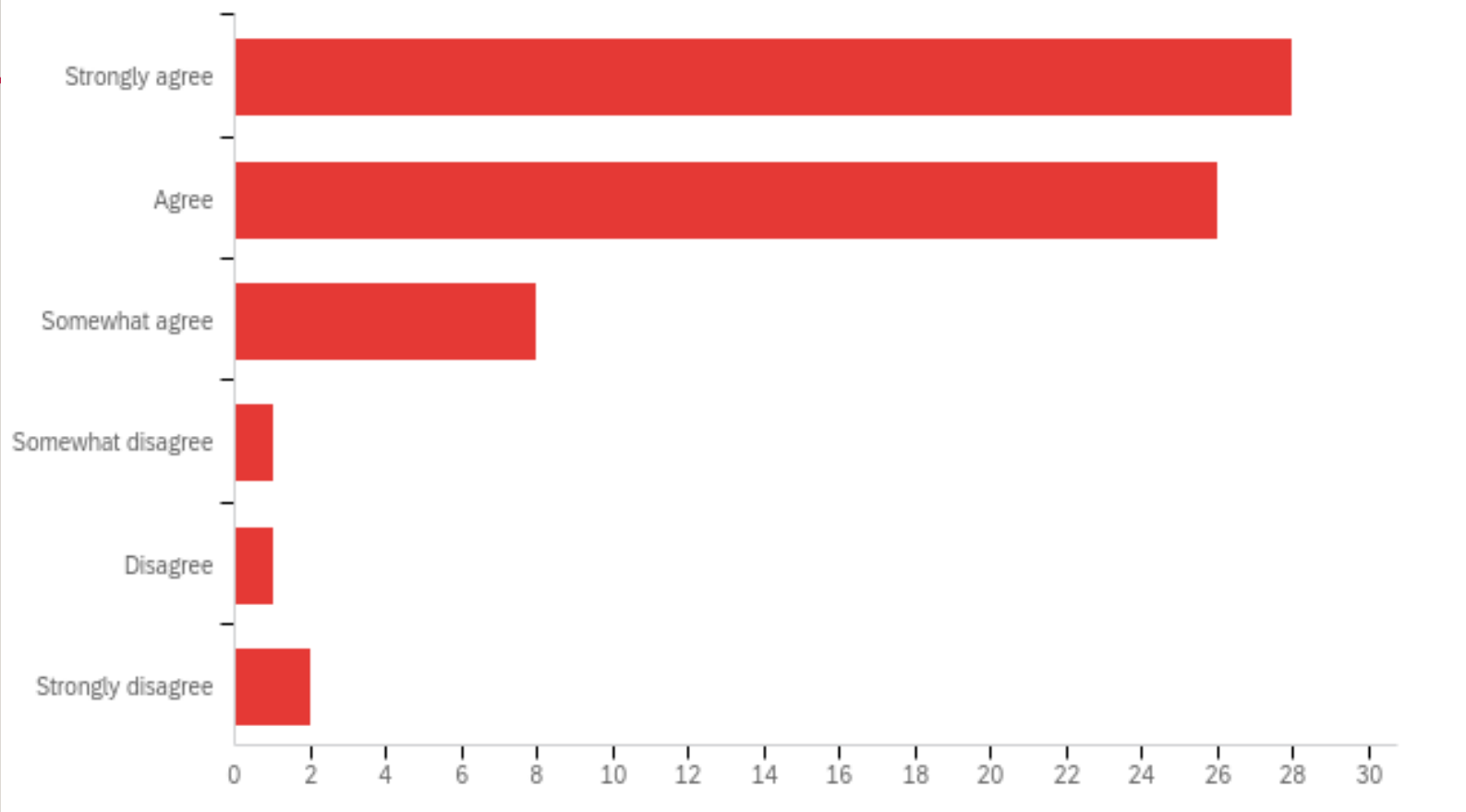


# Q38 - THE BOOKSTORE PROVIDES EXCELLENT SERVICE TO FACULTY.

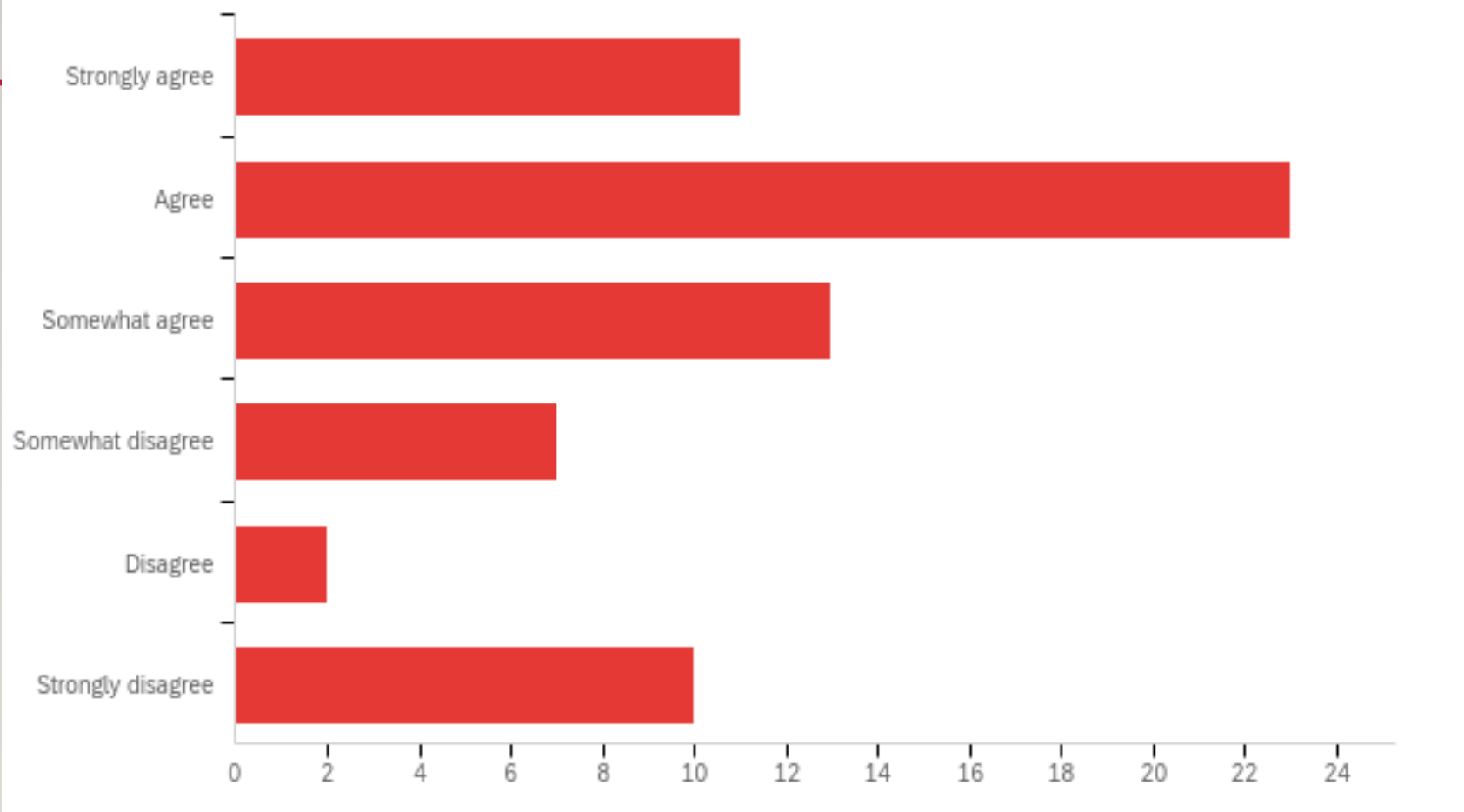




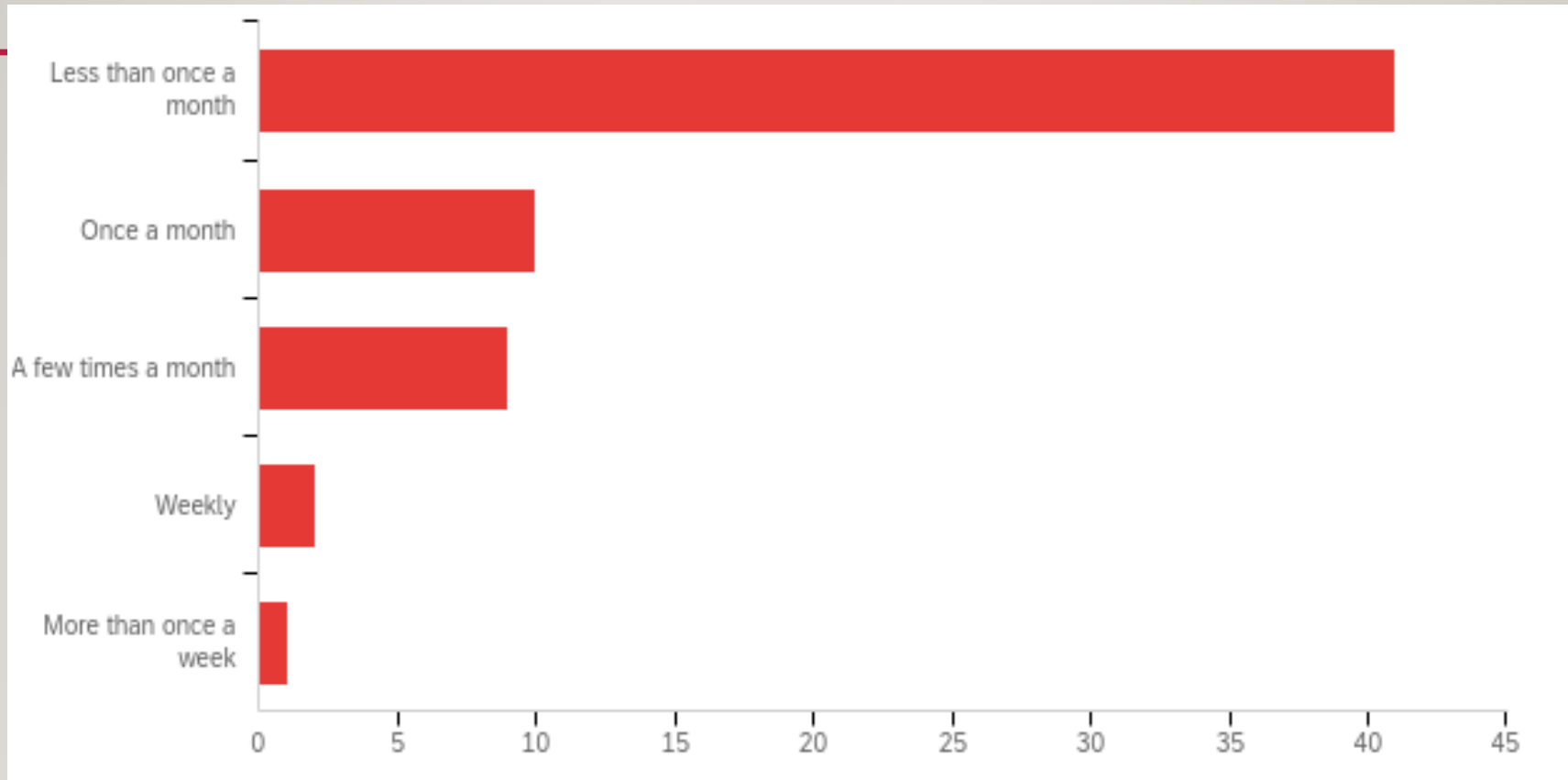
# Q39 - THE OFFICE OF ENROLLMENT SERVICES PROVIDES EXCELLENT SUPPORT TO FACULTY.



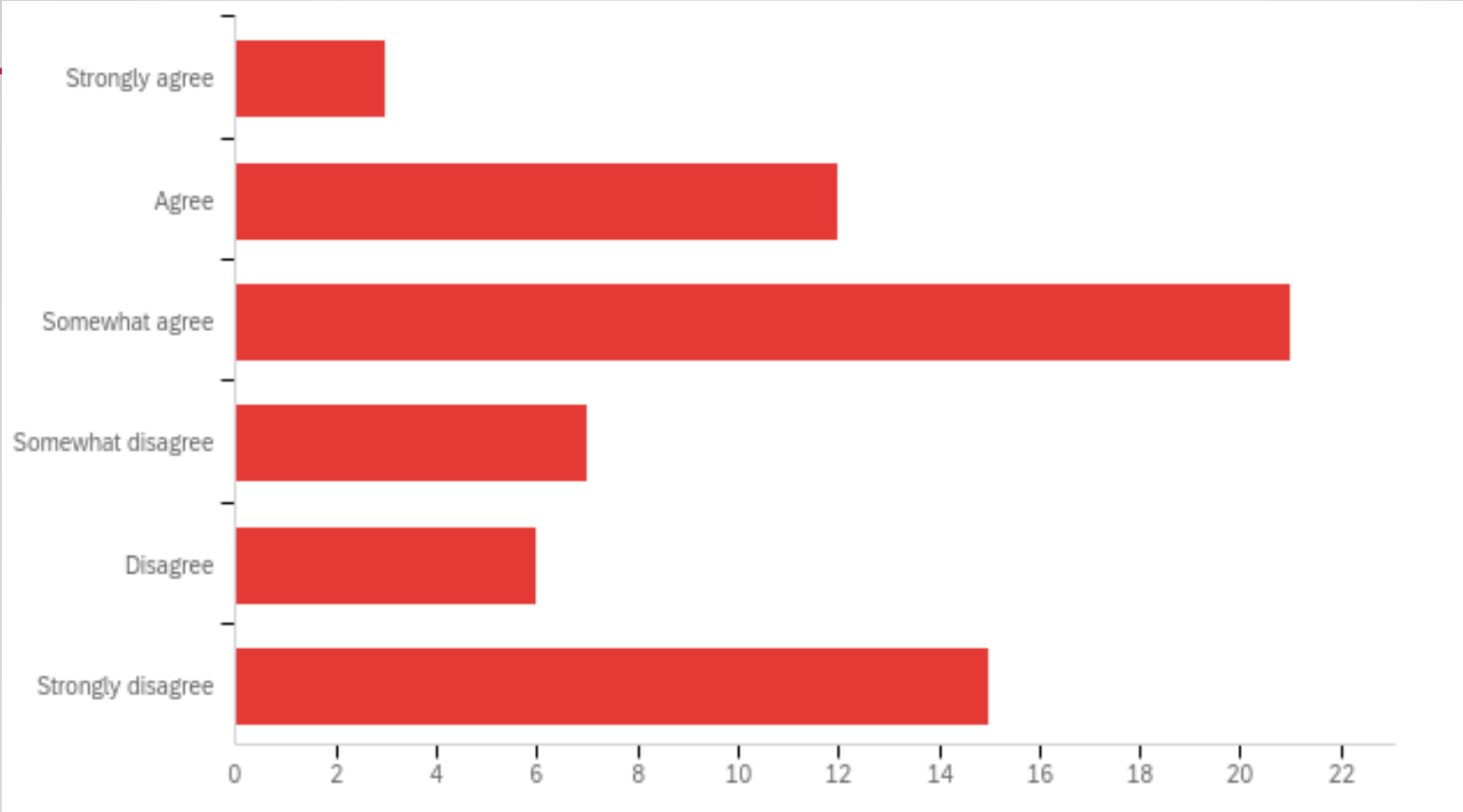
# Q40 - THE OFFICE OF HUMAN RESOURCES PROVIDES HIGH-LEVEL SUPPORT TO FACULTY.



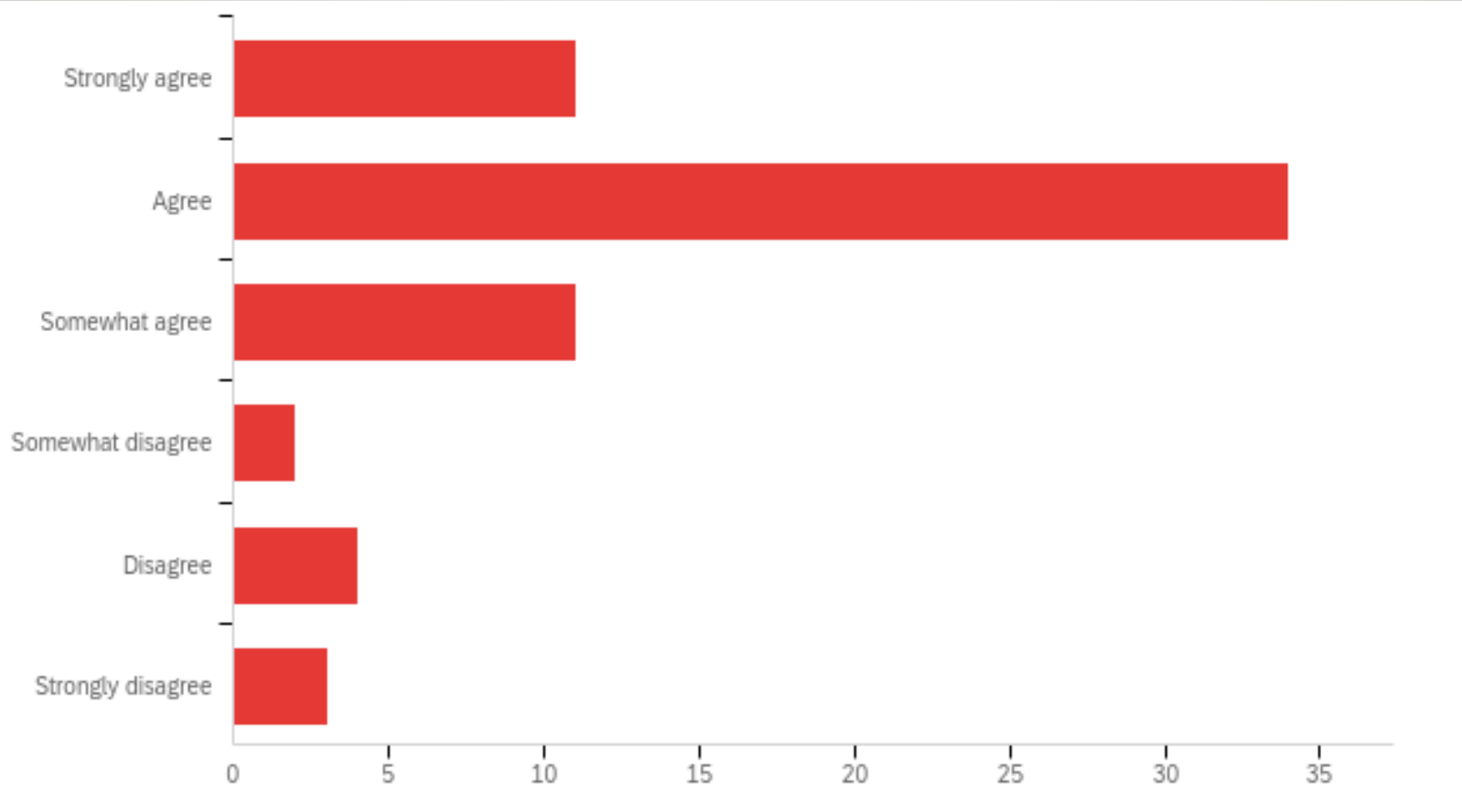
# Q123 - PLEASE INDICATE YOUR AVERAGE USE OF MONTANA TECH'S DINING SERVICES IN THE LAST ACADEMIC YEAR.



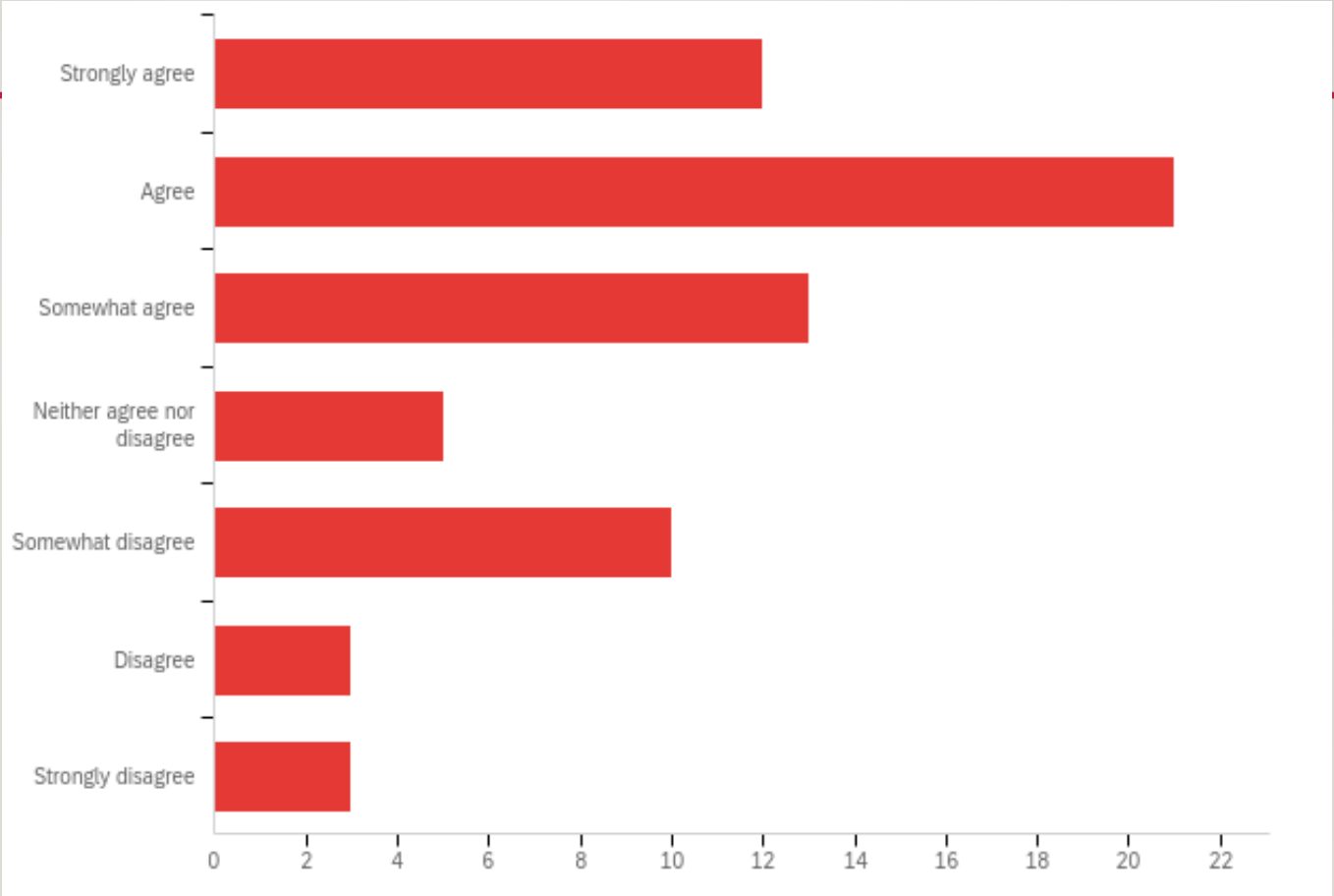
# Q41 - THE MONTANA TECH DINING SERVICES PROVIDES EXCELLENT SERVICES AND FOOD.



# Q42 - CAMPUS SECURITY MAINTAINS A SAFE AND SECURE ENVIRONMENT AT MONTANA TECH.

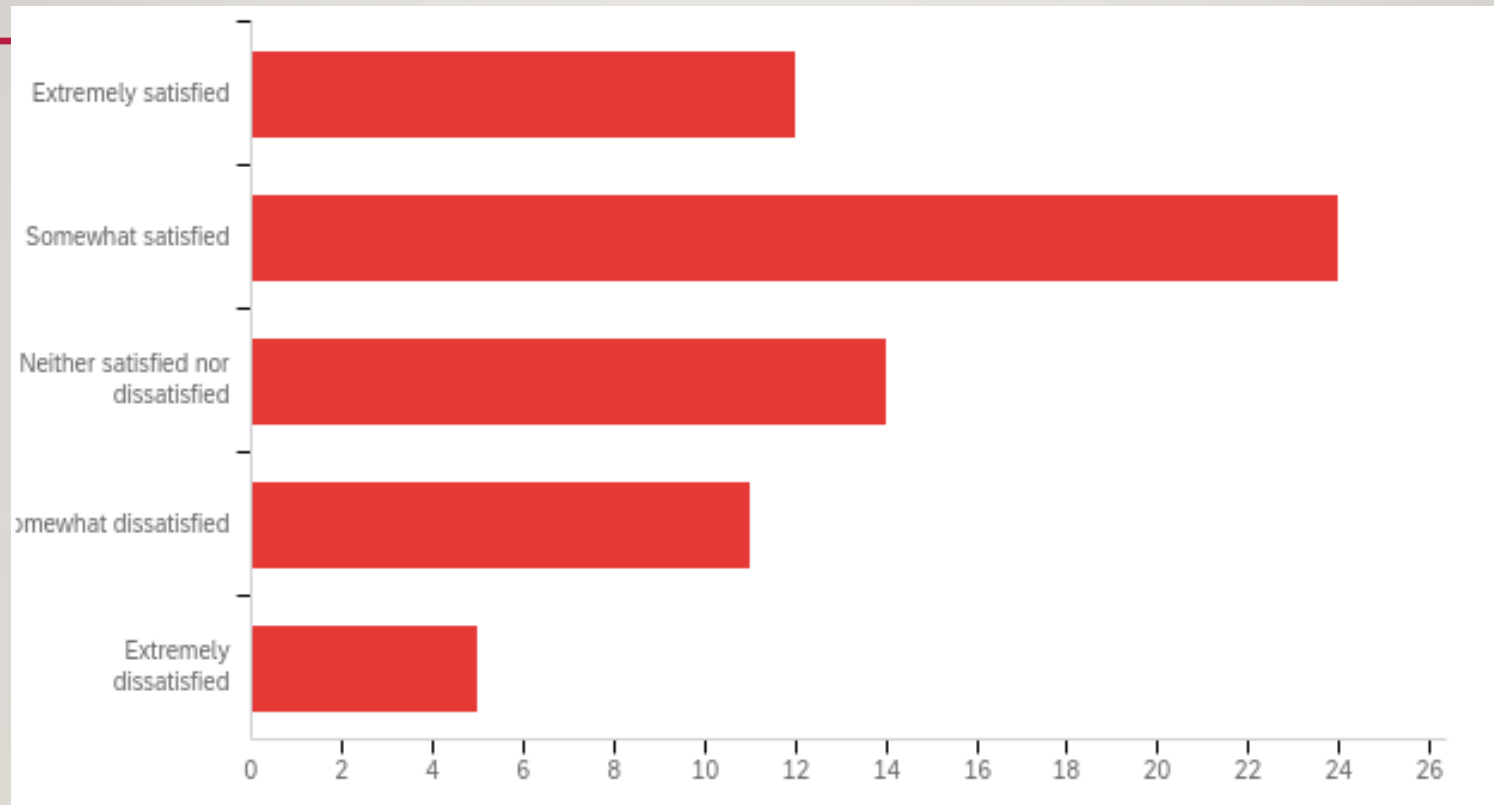


# Q I 36 - MONTANA TECH HAS OFFERED ADEQUATE SUPPORT DURING THE TRANSITION TO ONLINE THIS SEMESTER.





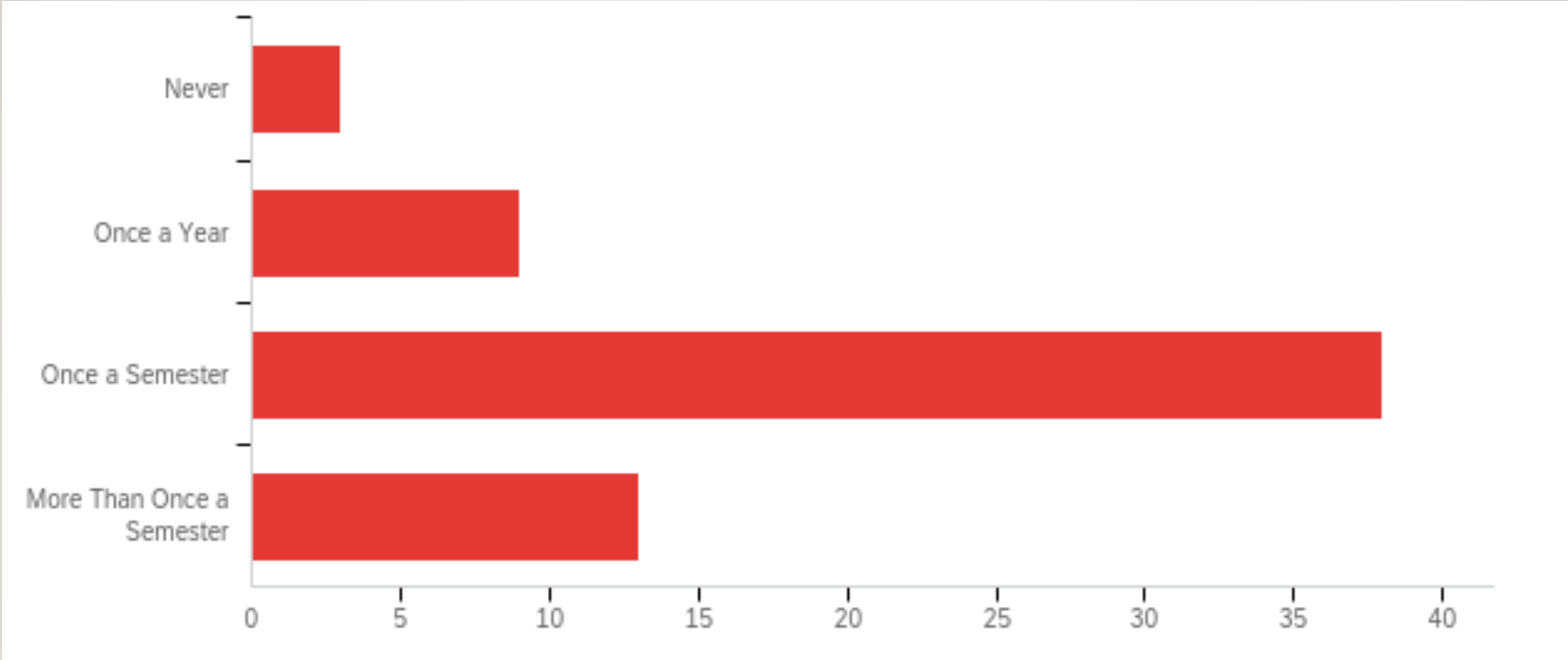
# Q125 - HOW SATISFIED OR DISSATISFIED ARE YOU WITH THE OVERALL CAMPUS CLIMATE/ENVIRONMENT THAT YOU HAVE EXPERIENCED AT THE MONTANA TECH WITHIN THE PAST ACADEMIC YEAR?



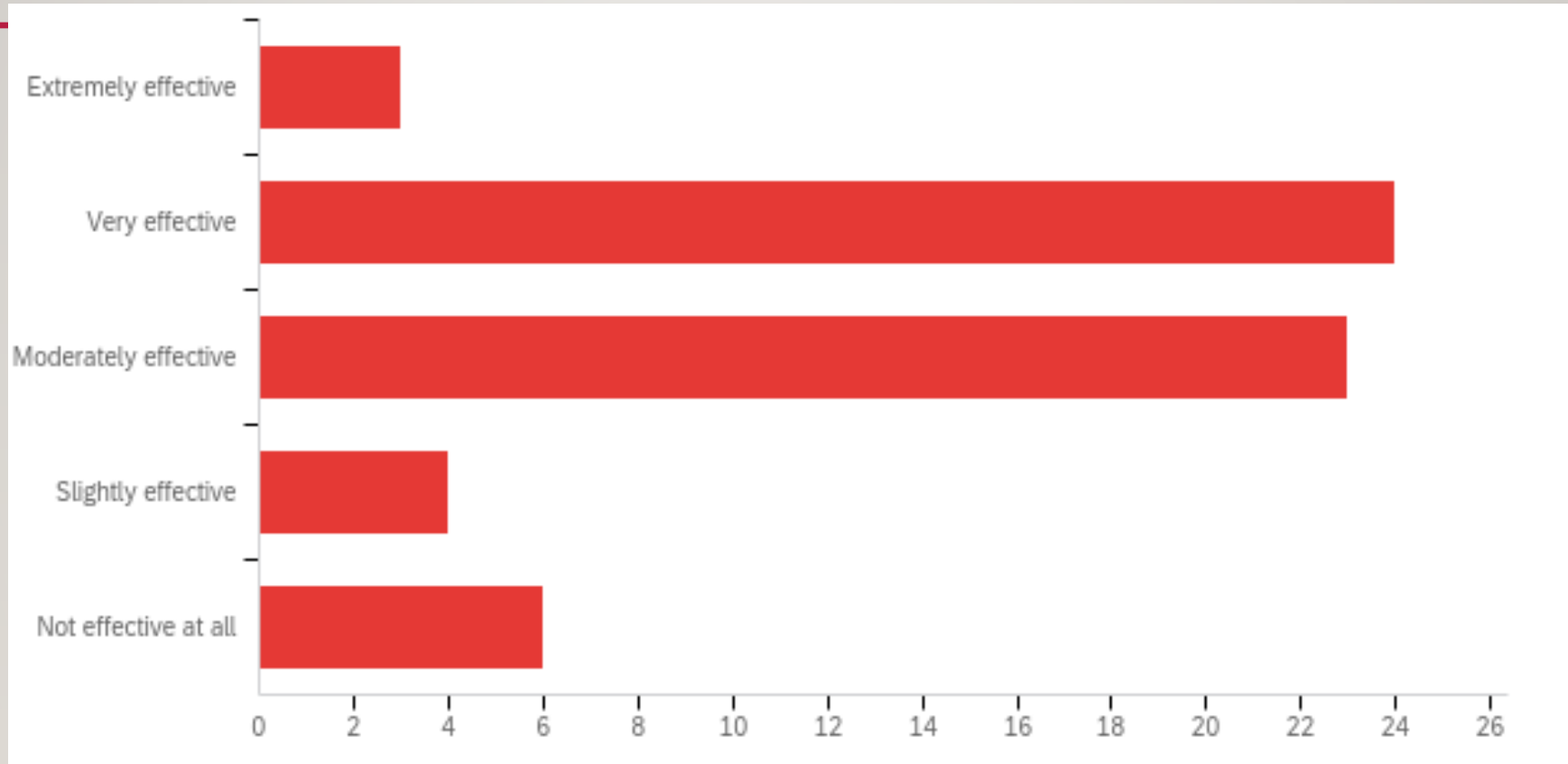


# Q10 - HOW OFTEN WOULD YOU LIKE FACULTY SENATE TO CALL MEETINGS OF THE FULL FACULTY?

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# Q9 - BASED ON THE MISSION, WHAT EFFECTIVENESS MEASURE WOULD YOU ASSIGN FACULTY SENATE FOR THE LAST YEAR?



# CRC PROCESS

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- New form based on OCHE/BOR Level I and Level II approvals and documentation requirements
- New workflow to “frontload” documentation
- Allows for both CRC and FS to focus on quality, rather than missing documentation
- Started using, will review and make modifications if needed

# FACULTY SENATE ACTIVITIES

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- Spring 2020 Alternative Grading
- Committee on Committee (in progress)
- Workload
  - Review of Faculty Staff Handbook (focus on Instruction, Research and Scholarly Activity, and Service baseline requirements)
- Communication/Participation in Shared Governance
  - Preparing for Fall
  - Strategic Planning

# CHANCELLOR DISCUSSION

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# OPEN DISCUSSION

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- [https://www.co.silverbow.mt.us/2167/COVID-19?bbeml=tp-4zINJb0XmEypznPHCy4Uvg.jdGG0a\\_75DkK9eFT76Mu4Rw.rBeZ0esrPxUm-gyMIZqA6fg.lAYqLv8NGr06kgewTYip5IQ](https://www.co.silverbow.mt.us/2167/COVID-19?bbeml=tp-4zINJb0XmEypznPHCy4Uvg.jdGG0a_75DkK9eFT76Mu4Rw.rBeZ0esrPxUm-gyMIZqA6fg.lAYqLv8NGr06kgewTYip5IQ)



# QUESTIONS?

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- Thanks for all that you do!