

Montana Tech Faculty Senate
Meeting Minutes
October 29th, 2025 • Mill 201 • 2:00 p.m.

Senators in attendance included Scott Risser, Scott Juskiewicz, Janet Cornish, Foued Badrouchi, Brahma Pramanik, Andrew Traut, Chris Roos, Charie Faught, Courtney Young, Atish Mitra, Bryce Hill, Doug Galarus, Chris Gammons, Naim Rashid, Gary Wyss, Alan English and Glen Southergill. Guests attending the meeting included Chancellor Johnny MacLean; Provost Tim Elgren; Dean/Vice Chancellor Katie Hailer; Michele Hardy, Dean of CLSPS; Bongsuk Park, Civil Engineering; Cindy Wier, Career Services; Aaron Frale, Career Services; Joe Cooper, Dean of Students; Tammy Burke, Dean of Highlands College; Heather Skocilich, Registrar; and Jason Grimmis, Crisis and Emergency Management.

- I. Welcome and Minutes – The meeting commenced at 2:00 p.m. and a quorum was established. Senator Southergill moved, and Senator Galarus seconded a motion to adopt the minutes of October 15th, 2025. The motion carried.
- II. Reserved Section on the Agenda – There were no items for consideration
- III. Second reading of Policy for Naming of Buildings – Senator Southergill moved, and Senator Traut seconded a motion to endorse the new naming policy, introduced at the October 15th, 2025 meeting of the Faculty Senate. Senator Faught pointed out that the naming process, under the new policy, would only require the Chancellor’s and the Vice-Chancellor’s signatures to advance an application, which, as Senator Faught noted, could not be defined as shared governance. Senator Faught also expressed concern that the naming process as proposed would circumvent the existing building naming policy, which is defined as a “Level 2” Decision in the Montana University System Academic Affairs and Procedures Handbook. Senator Roos further noted that the current policies regarding Level 2 Decisions are not clearly delineated on the Montana Board of Regents website. Following this discussion, the motion was voted upon and failed. Senator Young asked if other MUS units had adopted the proposed building naming policy and Senator Risser said that UM had.
- IV. Campus Emergency Preparedness – Jason Grimmis, Director of Crisis and Emergency Management for the University of Montana, Montana Western and Montana Tech – Jason explained that he started in this position in early 2024 after 27 years in law enforcement, retiring as Undersheriff for Lewis and Clark County in 2020. He is working to build a comprehensive and robust emergency management program for each institution, focusing on prevention – “if it’s predictable, it’s preventable.” If disasters cannot be prevented, then mitigation is required. For example, while earthquakes cannot be prevented, we can make sure that items are secured as well as possible. The components of emergency planning include building a good plan, testing and evaluating the program and developing mitigation measures. The program is also being designed to address Level 2, 3 and 4 emergencies, which our institutions cannot handle alone and must rely on a local level emergency planning

committee in each community. In Butte, Jason is working with the Director of Emergency Services, as well as the Sheriff and Fire Departments. Recently, Montana Tech hosted an emergency responder luncheon, focusing on training. To date, Jason has provided emergency training for students and Resident Advisors, focusing on raising awareness.

During the summer of 2024, the Montana Tech Emergency Management Team held a four-hour training and a four-hour table-top training exercise. In the summer of 2025, a second table-top training exercise was conducted. Jason has worked with Chancellor MacLean to move Montana Tech's program forward.

Jason is working on three priority projects:

- a. Updating the current emergency operations plans for all campuses including the following components:
 - i. Basic operations
 - ii. Appendices
 - iii. Support services
 - iv. Alternate hazards/unique hazards
 - v. Command and control updates
- b. Developing emergency action plans for each building, aiming for a 100 percent evaluation while remaining cognizant of persons with disabilities
- c. Preparing an incident action plan for special events with command-and-control contingencies

Senator Galarus noted that his daughter was a freshman at Montana Tech and in a wheelchair. He emphasized the need to address the particular challenges that students with disabilities face when trying to evacuate a building. Jason responded that he shared this concern and that it would be considered. Senator Young expressed concern that instructors were not notified in advance when the alarm system was being tested, and as a result, students might have to leave the building during an exam (as they did in his class). Jason explained that while the fall semester emergency test would be announced to faculty, the spring semester test needed to be un-announced. Senator Cornish pointed out that emergency evaluation strategies should include clearing pathways to gathering points of ice and snow.

- V. Internship Credit – Cindy Wier, Student Success and Internship Coordinator – Cindy distributed a handout that discusses the process of receiving credit for internships. (*The handout is included at the end of these minutes.*) She explained that students generally cannot get credit for internships retroactively, except when applied to a class the following semester, which is currently the practice in the Business Department. Senator Galarus noted that he would like to see a similar practice for the Computer Science Department. Cindy said that would be possible, but it was necessary to work with the Enrollment Office. Senator Young pointed out that international students were required to intern. (The Department of Homeland Security requires internships in order to monitor international students.) International students must work with Margie Pascoe on campus regarding their internships and associated credits.

Aaron Frale of Career Services joined Cindy's presentation and reminded the Senators that faculty should encourage students to always ask if their career interests are included in the Career Fair. Even if the career that a student is interested in is not specifically named, there are often representatives present who can guide them.

- VI. Activity Courses (ACT, ACTV) Review Committee – Senator Risser explained that currently some activity classes, both athletic and non-athletic, do not have associated student outcomes, course objectives or course descriptions, even though Tech allows up to 10 activity credits in awarding degrees. (UM only allows four credits.) Senator Risser is seeking a Senator to serve on the committee to review activity courses. Interested senators were asked to notify Senator Risser of their interest by email by Friday, October 31st.

VII. Committee Reports

- a. Curriculum Review Committee (CRC) – Chris Roos encouraged proposals regarding curriculum be forwarded to the CRC for submittal to the Board of Regents by February of 2026. At the latest CRC meeting, the committee discussed Dean Hardy's proposal to change the name of the College of Letters, Science and Professional Studies (CLSPS) with respect to Level 2 Decision policy, but no action was taken. The Committee also discussed the new Energy PhD program and the new CRC forms. Senator Risser mentioned that there had been questions regarding the form, particularly that only the Department Head's signature was required rather than all members of the Department as the previous form indicated. Senator Galarus noted that the Computer Science Department had this concern as well and had conveyed this concern to Dr. Hilary Risser, who said that this could be remedied.
- b. Chancellor's Cabinet – Senator Risser emphasized that the Chancellor's Cabinet meetings are open to the campus community. They meet every other week Mill 201 from 8:30-10:00 am. The next meeting will be November 10th and include presentations from Vice Chancellor Hailer and Muffick. Senator Risser provided a handout listing upcoming Cabinet meetings through May 11th of 2026.

The culture statement that Chancellor MacLean presented to the Faculty Senate with the addition of a statement regarding diversity as proposed by the Senate was approved by the cabinet. The adopted statement reads as follows:

- i. Support each other through empathy and care.
- ii. Encourage open dialogue and professional communication.
- iii. Strengthen collaboration and interconnectivity.
- iv. Celebrate our diverse experiences and perspectives.
- v. Embrace collective responsibility and personal accountability.

- VIII. Winter Stroll – Senator Risser asked that those buildings/departments hosting an activity for the December 5th, 2025 Winter Stroll should notify the ASMT President no later than November 24th, 2025 at asmt.president@mtech.edu.

- IX. Faculty Workload – Senator Gilkey was unable to attend the Faculty Senate Meeting but provided handouts concerning the policy regarding how full-time and adjunct faculty members are assigned to specific courses. The current policy calls for the Department Head to choose assignments. An alternative approach would be to always give full-time faculty the right of first refusal, even if the additional class could result in an “overload” for the faculty member. Senator Cornish noted that a new class assignment process would have to take department budgets and existing limitations on the number of credits adjuncts can teach into account.
- X. For the Good of the Order – Senator Southergill moved, and Senator Gammons seconded a motion to adjourn the meeting at 3:00 p.m.

Internships for Credit: Quick Guide for Faculty

Purpose:

To ensure students receive **academic credit during** their internship experience or via a course (with academic backing) — *not retroactively* — and that all departments follow a consistent, efficient process.

Process for Students:

1. Meet with Academic Advisor

- 1) Determine which class will apply (CRN and number of credits)
- 2) Discuss academic requirements (journals, reports, presentations, etc.)

2. Complete the Academic Agreement Form

Found under:

Retrieve → Forms → Experiential Learning Information Registration

Students fill out and submit this form for required signatures

3. Routing & Registration

The form automatically routes for approval:

Student → Career Services → Academic Advisor → Internship Class Instructor → Enrollment → (If International) International Student Services

Once all signatures are complete, Enrollment registers the student for the class

4. Forms Sent by Career Services (via email)

- 1) **Academic Learning Agreement:** Helps student and internship supervisor outline goals to complete
- 2) **End-of-Internship (or semester) Evaluations:** Lets us know how the internship went
Completed forms are shared with the student's academic advisor and internship class instructor

Important Notes:

- **No Retroactive Credit**

Credit must align with when the majority of “work” occurs

- This can be during the internship itself or through a related academic course (*e.g., if the student takes the internship of the summer, then has a class in the fall semester*)
- If your department uses a course-based model, please email Enrollment a **syllabus** for the internship course

- **Department Examples**

- *Business* – Academically backed internship course (3 credits offered in the fall)
- *OSH & EHS* – Students must be enrolled during their internship
- *Mechanical Engineering* – Often splits credit between semesters (*e.g., 1 in summer 2 in fall*)

If your department has a unique approach, please share it! This helps Career Services guide students accurately – we want all students to have the opportunity.

Contact:

Cynthia (Cindy) Wier
Student Success & Internship Coordinator
 cwier@mtech.edu
 (406) 496-4831

Internship Credit Instructions for Students

 *If a student mentions interest in an internship or job (possibly for credit): Please CC or forward them to Cindy Wier (or Career Services) so we can help them through these steps (or share the below information directly to the student)*

Steps to Receive Internship Credit

1. Coordinate with Your Academic Advisor

Before completing any forms, meet with your faculty advisor to:

- I. Determine which class and CRN will apply
- II. Confirm the number of credits
- III. Review any class requirements (journals, reports, presentations, etc.)

2. Complete the Academic Agreement Form

After discussing credit requirements with your advisor, fill out:

Experiential Learning Form  [Etreive Link](#)

Once submitted, the form will automatically route for signatures

When all signatures are complete, Enrollment will register you in the class

3. Pay for the Class

After registration, pay for the internship course as you would for any other semester class/semester

For payment or financial aid questions, please contact the Financial Aid Office

4. Complete the Learning Agreement

Once your Etreive is processed, Career Services will email a Learning Agreement

Fill it out and return it as directed in the email

5. End-of-Internship Evaluations

At the end of your internship (or semester, whichever comes first):

You'll receive a **Student Evaluation Form** to share feedback on your experience

Your Supervisor will receive a separate evaluation form via email

Make sure their email address is accurate on your initial form (If it changes, notify Career Services right away)



Faculty advisors and class professors will also receive a copy of the supervisor's evaluation. Whether it's shared with you depends on your advisor's preference.

