

Faculty Senate Agenda  
9/29/2023  
1-2 p.m.  
SUB 113 AB

- I. Welcome and minutes
  - a. Review of 9/29/23 minutes
  - b. Introduction of Aaron Frale, Director of Career Services

**Action Items**

- II. CRC Recommendation to realign the courses of the Civil Engineering Technology AAS with the Construction Management BS.

**Informational Items**

- III. IT – Cloud Migration update
- IV. Full Faculty Meeting – Tentative October 25<sup>th</sup> at 2pm
  - a. Revision of Merit in Faculty Staff Handbook
  - b. Enrollment Fall 23 Deep Dive
  - c. Transition of Learning Management System, Moodle to Canvas

**Discussion Items**

- V. Learning Management System (Moodle/Cavas)
  - a. Request to make classes hidden or unavailable to students before the semester starts as a default
  - b. Request for timely notifications of updates and major changes (e.g. Summer 23 update)
- VI. Request that future semester begin no earlier than five business days after the contract start date. The current school year started only three business days after the contract start date which left inadequate time for some faculty to prepare for their classes.
- VII. Request that “MT Tech provide faculty senate and faculty with all ABET reports for 2016, 2019, and 2022, and FE & PE exam reports for 2015-present. This would be for ALL MT Tech ABET degrees and ALL MT Tech FE and PE result reports.”
- VIII. For the Good of the Order

Faculty Senate Minutes

9/29/2023

1-2 p.m.

SUB 113 AB

Senators in attendance: S. Risser, D. Autenrieth, S. Juskiewicz, R. LaDouceur, G. Wallace, A. Mitra, C. Young, D. Galarus, L. Buckley, M. Egloff, C. Faught, A. Traut, L. Granger, D. Reichhardt, B Hill, and M. Haynes

- I. Welcome and review of 9/5/23 minutes – Chair called the meeting to order and a motion to approve the minutes was made and seconded. The motion passed without discussion.

**Action Items**

- II. Request for Emerita status for M. Young – Charie Faught presented Miriam Young for Emerita status in the Nursing Department. A motion to recommend this status was made and seconded. The motion passed without discussion.

**Informational Items**

- III. Announcement of the awarding of Tenure and Promotion - Chancellor Cook congratulated faculty who received promotion and/or tenure this AY, including Dr. Capoccia, Ms. Corbitt, Dr. Galarus, Dr. Graff, Dr. Kirtley, Dr. Nagisetty, Dr. Pal, Dr. St. Clair, Dr. Southergill, Dr. Gilkey, Mr. Haynes, Dr. Stapley, Dr. Atkinson, Dr. Jiang, and Dr. Lucon
- IV. Introduction and message from VP for Student Success & Dean of Students – VP and Dean Joe Cooper introduced himself and some of the initiatives being sponsored by his office. Faculty were thanked for submitting concern reports and were encouraged to continue. Dean Cooper seeks to collaborate as a partner in instances when student complaints are brought to his office.

**Discussion Items**

- V. The parking fee increase and campus consultation – was discussed to determine if the BoR policy was followed correctly and if there was an opportunity to improve communication between budget committee and faculty. VC Ron Muffick presented the process the budget committee followed. The committee includes faculty and staff representatives, and thus they were consulted. These members are supposed to go back to their constituents to discuss the proposed parking increase. A comment was made regarding difficulties parking on campus despite the foundation having plenty of empty parking spots. Foundation does not pay parking. Foundation requested more reserved parking last May which was denied. However, the foundation owns the parking lot and so the request was later granted. A comment was made that adjuncts and administrative assistants should not be charged for parking. A comment was made that departments can pay for parking permits, and instead reserved parking for adjuncts would be helpful. A comment was made that more parking is needed. A comment was made that there are plans for more parking spaces west of the HPER. A question was raised as to whether MBMG is represented on the budget committee. They are not. Montana Tech's parking fee is middle of the pack in terms of Montana universities, and this parking increase helps cover the rising costs of maintenance and snow removal.

- VI. The proposal to increase adjunct pay to \$1500 per credit hour – was discussed. It was asked if this could happen next year or does BoR need to approve? No, but the cost is not feasible when you consider adjuncts and overload budgets. A question was raised as to whether salary savings more than cover adjunct/overload costs. They do, but those savings would be reduced by an increase in adjunct pay. A question was raised as to whether adjuncts could be separated out from overload because they need the increase more. This can be done but the amount is not known at this time. A question was raised as to whether full-time faculty would accept an adjunct increase without an overload increase. A comment was raised that adjuncts are paid too little. A comment was raised that \$2,000 per credit would be better. A comment was made that Montana Tech is middle of the pack in terms of other Montana and national institutions. A question was asked as to whether departments can increase adjunct pay amounts as market demands, and that couldn't \$1,000 be the floor. 51% of institutions pay more depending on discipline, 49% pay flat rates. A question was asked as to if there is another amount was feasible, the answer was not that the \$1,500 is not feasible but that modeling would need to be done. A question was asked about how many students in class are needed before an adjunct becomes profitable at the current and new rate. In the future, adjuncts who teach a certain number of credits may need to be enrolled in the retirement plan. A smaller group may convene to discuss this issue further.
- VII. Review of course evaluations (subcommittee) – was discussed and Senators Young and Egloff agreed to join the subcommittee.
- VIII. The proposal to change the F/S Handbook 205.4.3 – was discussed. It is currently inconsistent that faculty applying for tenure, mid-tenure, and promotion use departmental/unit performance standards, however their annual evaluations use general standards in the F&S handbook. A question was raised if the previous item's subcommittee could take on this issue as well. Senator Young declined.
- IX. For the Good of the Order – no new items were raised.
- X. A motion was made and seconded to adjourn at 1:58 pm.

**Protocol:** The department requesting a curriculum change holds a discussion at the departmental level, and if agreed upon, the Department Chair, elevates the request to the Dean for approval. All changes to the catalog require CRC approval.

Final changes are made by the registrar after faculty senate approval and BOR approval, as needed.  
See workflow document

<https://helpx.adobe.com/acrobat/how-to/convert-word-excel-paper-pdf-forms.html?set=acrobat--fundamentals--pdf-forms>

Guidance can be found at: <https://mus.edu/che/arsa/academicproposals.html>

Submission Requirements: All Submissions (checked by CRC):

- Electronic Copy (with the exception of signatures- no handwritten items)
- Completed CRC Form, with all Signatures and Attachments based on level of request (see below)
- Naming Convention as determined by CRC

### **LEVEL of Request**

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

1. *Faculty Approvals (directly to CRC, then Faculty Senate):*

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information) Required

Documents:

- Course Number
  - Course Outcomes
  - Course Description
  - Syllabus
  - Curriculum Worksheet
  - Pre-requisite or co-requisite
- Course Changes: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing. Required Documents:

- Course Number
- Course Outcomes
- Course Description
- Syllabus
- Pre-requisites or co-requisites
- Existing Curriculum Worksheet
- New Curriculum Worksheet, with changes highlighted

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. Required Documents:

- Documents as listed under establishing a new course (as applicable)**

X Existing Curriculum Worksheet

X New Curriculum Worksheet, with changes highlighted

- Other (for those that are considered in this level but otherwise not listed):
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2. *Campus Approvals Level I (must be approved by the VCAA prior to CRC submission):*

Placing a postsecondary educational program into moratorium: Required Documents:

Program Termination and Moratorium Form

Academic Proposal Request Form

- Withdrawing a postsecondary educational program from moratorium. Required Documents:

- Academic Proposal Request Form

- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more. Required Documents:
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Establishing a B.A.S./A.A./A.S. area of study. Required Documents:
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Offering an existing postsecondary educational program via distance or online delivery. Required Documents:
  - Academic Proposal Request Form
- Other (for those that are considered in this level but otherwise not listed):

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  - Academic Proposal Request Form

3. OCHE Approvals Level I (*must be approved by the VCAA and Chancellor prior to CRC submission*): Level I items are those requests for which the Board of Regents has fully designated approval authority to the institution or Commissioner of Higher Education. These requests are to be submitted for notification to or approval by Commissioner as Level I proposals. Level I proposals may be submitted to OCHE at any time by the flagship campuses or community colleges and will be processed on a rolling monthly schedule. The approval of such proposals will be conveyed to the Board of Regents at the next meeting of the board. Level I proposals include campus initiatives typically characterized by minimal costs, clear adherence to approved campus mission, and the absence of significant programmatic impact on other institutions within the MUS and community colleges. BOR Forms can be found using the following link:

<https://mus.edu/che/arsa/Forms/AcademicForms.html>

- Re-titling an existing postsecondary educational program. Required Documents:
  - Academic Proposal Request Form
- Terminating an existing postsecondary educational program.
  - Academic Proposal Request Form
  - Program Termination and Moratorium Form
- Consolidating existing postsecondary educational programs
  - Academic Proposal Request Form
  - Curriculum Proposal Form
  - Documents as listed under establishing a new course (see section 1)**
- Establishing a new minor where there is a major or an option in a major
  - Academic Proposal Request Form
  - Curriculum Proposal Form
  - Documents as listed under establishing a new course (see section 1)**
- Revising a postsecondary educational program
  - Curriculum Proposal Form
  - Academic Proposal Request Form
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Other (for those that are considered in this level but otherwise not listed):

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- Academic Proposal Request Form

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

Level II proposals require initial approval and comment by the Board of Regents through a Request to Plan prior to final review and approval by the Office of the Commissioner of Higher Education. These proposals entail more substantive additions to, alterations in, or termination of programs, structures, or administrative or academic entities typically characterized by the (a) addition, reassignment, or elimination of personnel, facilities, or courses of instruction; (b) rearrangement of budgets, cost centers, funding sources; and (c) changes which by implication could impact other MUS institutions and community colleges.

- Establishing a new postsecondary educational program
  - Academic Proposal Request Form
  - Curriculum Proposal
  - Completed Intent to Plan Form
  - Documents as listed under establishing a new course (see section 1)**
- Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - Academic Proposal Request Form
  - Curriculum Proposal
  - Completed Intent to Plan Form
  - Documents as listed under establishing a new course (see section 1)**
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
  - Academic Proposal Request Form
  - Documents as listed under establishing a new course (see section 1)**
- Forming, eliminating or consolidating an academic, administrative, or research unit
  - Academic Proposal Request Form
  - Curriculum or Center/Institute Proposal
  - Completed Request to Plan, except when eliminating or consolidating
  - Documents as listed under establishing a new course (see section 1)**
- Re-titling an academic, administrative, or research unit Permanent authorization for a temporary C.A.S. or A.A.S degree program
  - Curriculum Proposal
  - Completed Intent to Plan Form

Date August 10, 2023

Dept. Trades & Technology College Highlands College

Program: Civil Engineering Technology

CRC Representative Linda Granger

**Description of Request:** Realignment of courses, the removal of some Business courses and the addition of OSH 224 & 226, MIN 205 and ECIV 102. Highlands College has worked with the School of Mines and Engineering and the Civil Engineering Department to align the Civil Engineering Technology AAS with the Construction Management, BS and allow students to graduate with their AAS and earn their BS as part of 2 + 2 program through a course-by-course interdepartmental transfer agreement.

**Current Course or Program Information:** The current Civil Engineering Technology program contains more Business courses and is designed as a stackable credential with the Bachelor of Applied Science in Business.

Number (Assigned By CRC): \_\_\_\_\_

**Proposed Change**

Course #	Name	Credits	Pre-req.
<b>Civil Engineering Technology AAS Curriculum Sheet – Fall 24-25</b>			
The Civil Engineering Technology Program is designed to provide students the ability to earn the Associate of Applied Science and enter the workforce or continue directly into the Construction Management, Bachelor of Science.			
Students planning on continuing beyond the Associate of Applied Science and completing the Construction Management, Bachelor of Science <b>must graduate upon completion of this curriculum and must take STAT 216.</b>			
Course Number	Title	Credits	Semester Completed
<b>FIRST SEMESTER</b>			
CAPP 156	MS Excel	3	
M 151	Pre-Calculus	4	
WRIT 101 OR 121	College Writing I OR Introduction to Technical Writing	3	
GEO 101	Introduction to Physical Geology	3	
DDSN 114	Introduction to CAD	3	
<b>Total Credits</b>		<b>16</b>	
<b>SECOND SEMESTER</b>			
ETCC 210	Soil & Material Testing	2	
SRVY 230	Introduction to Surveying for Engineers	3	
ACTG 201	Principles of Financial Accounting	3	
ECNS 201 OR ECNS 202 OR ECNS 203	Principles of Microeconomics OR Principles of Macroeconomics OR Principles of Micro and Macroeconomics	3	
ECIV 102*	Introduction to Civil Engineering & Construction Management*	2	
<b>Total Credits</b>		<b>13</b>	
<b>THIRD SEMESTER</b>			
ETCC 310	Concrete Technology	3	

DDSN 245	Civil Drafting	3
SRVY 247	Survey-Grade GPS Control Analysis	3
SRVY 273	Route Surveying	3
MIN 205**	Mining and Construction Equipment**	3
OSH 224	Safety and Health Occupations	3
<b>Total Credits</b>		<b>18</b>
<b>FOURTH SEMESTER</b>		
ETCC 235	Construction-Legal Document and Specifications	3
ETCC 236	Site Evaluations and Testing	3
SRVY 262	Public Land Survey System	3
DDSN 246	Civil Drafting II	3
OSH 226	Safety Engineering and Technology	3
GPHY 284 OR STAT 216	Introduction to GIS Science Cartography OR Introduction to Statistics	3
<b>Total Credits</b>		<b>18</b>
<b>TOTAL CREDITS FOR FOUR SEMESTERS</b>		<b>65</b>
<p><b>This should include what will appear in the catalog, exactly. New courses require course outcomes listed in this area.</b></p>		

**List of supporting documentation attached (See Level of Request for Requirements):**

- Existing approved AAS Civil Engineering Technology from 23-24 catalog
- Proposed AAS Civil Engineering Technology curriculum for fall
- Approved Civil Engineering Technology Course Equivalencies to Construction Management Courses

**Assessment Leading to Request**

Highlands College Faculty and Administration worked with Dean Lee and faculty in Civil Engineering to develop a pathway and stackable credential for students in the Civil Engineering Technology program who would like to continue into and earn the Construction Management, BS.

**Anticipated Impacts to "Other" Programs**

Students will still have the option should they choose to enroll in the BAS Business, however, they would have additional courses in Business to take upon the completion of the AAS.

**Impact on Library:** None

**Date to take effect:** AYE 2024-2025

APPROVALS

Department Chair Approval

Date 8-17-23

*Linda Hanger*

Dean Approval

Date 8-17-23

*James VanDusen*

Graduate Council Approval

Date \_\_\_\_\_

CRC Approval

Date 9/27/2023

*Tamar H...*

Faculty Senate Approval

Date \_\_\_\_\_

VCAA Approval (see below)

Date 9/8/23

*[Signature]*

Chancellor Approval (see below)

Date 9/8/23

*[Signature]*

**Civil Engineering Technology  
Proposed Program Curriculum Sheet**

Course No.	Title	Credits
CAPP 156	MS Excel	3
M 151	Pre-Calculus	4
WRIT 101 OR WRIT 121	College Writing I OR Introduction to Technical Writing	3
GEO 101	Introduction to Physical Geology	3
DDSN 114	Introduction to CAD	3
	Total Credits	16
ETCC 210	Soil & Materials Testing*	2
SRVY 230	Introduction to Surveying for Engineers	3
ACTG 201	Principles of Financial Accounting	3
ECNS 201 OR 202 OR 203	Principles of Microeconomics OR Principles of Macroeconomics OR Principles of Micro & Macro Economics	3
ECIV 102*	Intro to Civil Engineering & Const. Mgmt.	2
	Total Credits	13
ETCC 310	Concrete Technology*	3
DDSN 245	Civil Drafting	3
SRVY 247	Survey-Grade GPS Control Analysis	3
SRVY 273	Route Surveying	3
MIN 205**	Mining and Construction Equipment	3
OSH 224	Safety and Health Occupations	3
	Total Credits	18
ETCC 235	Construction-Legal Documents & Specifications	3
ETCC 236	Site Evaluations & Testing	3
SRVY 262	Public Land Survey System	3
DDSN 246	Civil Drafting II	3
GPHY 284 OR STAT 216**	Intro to GIS Science Cartography OR Introduction to Statistics**	3
OSH 226	Safety Engineering and Technology	3
	Total Credits	18
	<b>Total Program Credits</b>	<b>65</b>

\*ECIV 102 is only offered Spring Semester

\*\*MIN 205 is only offered Fall Semester

++Only STAT 216 will count towards BS Construction Management

Student ID: \_\_\_\_\_  
 Student Name: \_\_\_\_\_  
 Adviser Name: \_\_\_\_\_

Catalog: 2023-2024 Catalog  
 Program: Civil Engineering Technology, A.A.S.  
 Minimum Credits Required: \_\_\_\_\_

## Civil Engineering Technology, A.A.S.

Graduates of this program are prepared to assist professional engineers in a wide variety of projects from transportation, to sewer and water supply, to material testing. The program has a strong math and science foundation reinforced with communication, computers, and area focused electives. Hands-on training provides the student with significant real world experience while enrolled in the program. This program is an excellent way for anyone interested in the engineering field to receive concentrated training in two years and be ready to enter the work force.

### Outcomes

- Demonstrate problem-solving, informational literacy, technological and communication skills in team and individual learning exercises.
- Demonstrate the use of equipment typically used in the Civil Engineering Technician field.
- Obtain the skills that will promote occupational growth and lifelong learning.

### Assessment

Student evaluations  
 Student portfolios  
 Noel-Levitz Student Satisfaction Survey  
 Graduate placement survey  
 Survey of seniors  
 Alumni  
 Capstone courses  
 Advisory board  
 National certification testing

### 1st Semester

Course Name	Credits	Term Taken	Grade	Gen Ed
CAPP 131 - Basic MS Office	3 credits			
DDSN 114 - Introduction to CAD *	3 credits			
WRIT 101 - College Writing I	3 credits			
-OR-				
WRIT 121 - Introduction To Technical Writing	3 credits			
BGEN 105 - Introduction To Business	3 credits			

**Total: 12**

### 2nd Semester

Course Name	Credits	Term Taken	Grade	Gen Ed
M 151 - Precalculus	4 credits			
ETCC 210 - Soil Materials & Testing **	2 credits			
SRVY 230 - Introduction to Surveying for Engineers **	3 credits			
ACTG 201 - Principles of Financial Accounting	3 credits			
BGEN 235 - Business Law	3 credits			
CAPP 156 - MS Excel	3 credits			

**Total: 18**

### 3rd Semester

Course Name	Credits	Term Taken	Grade	Gen Ed
ETCC 310 - Concrete Technology *	3 credits			
GPHY 284 - Intro to GIS Science Cartography	3 credits			
-OR-				
STAT 216 - Introduction to Statistics	3 credits			
-OR-				
STAT 131 - Introduction to Biostatistics	3 credits			

DDSN 245 - Civil Drafting *	3 credits			
GEO 101 - Introduction to Physical Geology	3 credits			
SRVY 247 - Survey-Grade GPS Control Analysis	3 credits			
SRVY 273 - Route Surveying *	3 credits			

**Total: 18**

**4th Semester**

Course Name	Credits	Term Taken	Grade	Gen Ed
ETCC 235 - Construction-Legal Documents & Specifications **	3 credits			
ETCC 292 - Independent Study	3 credits			
ETCC 236 - Site Evaluation & Testing **	3 credits			
SRVY 262 - Public Land Survey System **	3 credits			
DDSN 246 - Civil Drafting II **	3 credits			
ECNS 201 - Principles of Microeconomics	3 credits			
-OR-				
ECNS 203 - Principles of Micro and Macro	3 credits			

**Total: 18**

**Minimum credits for an AAS degree in Civil Engineering Technology: 66**

\* Offered only in Fall

\*\* Offered only in Spring

This program is designed for fall entry. If a spring entry is desired, it may take longer than two years to complete.

This program will transfer to the Business, Construction Management Track, B.A.S. The program allows students to transfer their AAS degree as a block to earn a Bachelor of Applied Science degree. Students must apply to graduate with the AAS and submit a Change of Major Form with Enrollment Services.

**Certificate of Land Surveying**

This certificate is required to meet the Montana Board of Professional Engineers and Professional Land Surveyors education requirements for acceptance to the NCEES Fundamentals of Land Surveying (FLS) exam. This credential, earned in conjunction with or after the AAS degree in Civil Engineering Technology, allows graduates immediate entry to the FLS exam in Montana. Some courses also serve as electives for the Civil Engineering Technology degree. A certificate in Land Surveying will not be awarded without students having met the degree requirements for the AAS in Civil Engineering Technology.

Course Name	Credits	Term Taken	Grade	Gen Ed
CSTN 170 - Site Layout	3 credits			
M 121 - College Algebra	3 credits			
SRVY 255 - Surveying Calculations	3 credits			
SRVY 265 - Surveying Laws and Land Division	3 credits			
WRIT 100 - Composing Mindfully: Writing Fundamentals	3 credits			
-OR-				
WRIT 121 - Introduction To Technical Writing	3 credits			

**Total Credits for a Certificate in Land Surveying: 15**

Notes:

**Morley, Michelle**

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**From:** Lee, Kenneth  
**Sent:** Tuesday, August 8, 2023 1:09 PM  
**To:** Skocilich, Heather  
**Cc:** Jiang, Liping; Morley, Michelle  
**Subject:** Highland courses to BS Construction Management courses

Hi Heather,

Per our prior meeting, here is a list of equivalent Highland courses to the BS Construction Management courses:

From the Highlands Civil Engineering Technology program:

SRVY230(3) = EGEN101(3)

ETCC235(3) AND ETCC236(3) = ECIV102(2)

DDSN114(3) AND DDSN245(3) = ECIV110(3)

SRVY247(3) AND SRVY273(3) = MIN210(3)

We will waive EGEN194(1) 'Freshmen Seminar' upon completion of AAS degree from Highlands.

From the Highlands Construction Technology - Carpentry program:

CSTN160(3) = EGEN101 (3)

CSTN250(3) AND CSTN275(3) = ECIV102(2)

DDSN114(3) AND CSTN147(3) = ECIV110(3)

CSTN201(3) AND CSTN251(3) = ECIV210 (3)

CSTN299(3) = COMX230(3)

We will waive EGEN194(1) 'Freshmen Seminar' upon completion of AAS degree from Highlands.

Thanks! Ken

**KENNETH LEE, PH.D., PE**

*Dean, School of Mines and Engineering*

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**MONTANA**  
TECHNOLOGICAL UNIVERSITY