

Faculty Senate Agenda

9/27/2023

1-2 p.m.

SUB 113 AB

- I. Welcome and minutes
 - a. Review of 10/10/23 minutes
 - b. Review of 10/25/23 minutes (if available)

Action Items

Informational Items

- II. Mansfield (UM) Library Cancellations that will affect Montana Tech Campus

Discussion Items

- III. Proposal to restore e-mail privileges (all_faculty, all_staff) to department heads and administrative associates.
- IV. Draft of the Montana Technological University Formulation and Issuance of University Policies. How we are assuring policies and procedures are up-to-date and easily accessible.
- V. Faculty meeting follow-up
- VI. For the Good of the Order

Faculty Senate Minutes

10/10/2023

4-5 pm

SUB 113 AB

Senators in attendance: S. Risser, D. Autenrieth, J. Kirtley, S. Rosenthal, R. LaDouceur, G. Wallace, C. Gammons, D. Galarus, M. Egloff, C. Faught, A. Traut, L. Granger, D. Reichhardt, J. Herndon

- I. Review of 9/29/23 minutes. A motion to approve the minutes was made and seconded. The motion was approved without discussion.
 - a. Aaron Frale, Director of Career Services introduced himself and asked about Monday as a possibility for the spring career fair. Nearly 200 employers responded to a survey indicating Monday would work. A comment was made that many restaurants are closed on Monday. It appears the spring career fair would be fairly large and HPER would be available for interviews on Tuesday. Employers were turned away from the fall career fair due to HPER space, additional overflow space is being planned to avoid turning away employers in future career fairs. It was considered to divide employers by discipline, but one large career fair was approved.

Action Items

- VII. CRC Recommendation to realign the courses of the Civil Engineering Technology AAS with the Construction Management BS was discussed. The proposed changes allow students who finish the AAS to transfer to the new BS in Construction Management and finish both degrees in four years. A question was asked about enrollment. Around 6 students are enrolled in the AAS at the moment. A question was asked as to whether students who already completed the AAS can also transfer and finish in 2 more years. It depends on when they graduated. A motion was made and seconded to accept the CRC recommendation, and the motion then passed without further discussion.

Informational Items

- VIII. IT – Cloud Migration update was discussed. Jennifer Simon provided an informational update on the Banner cloud project. She expects no change for faculty as long as they login through MyMTech directly. Faculty who have old links saved will need to update them. The go-live date is spring break on March 18th with summer targeted as a backup. Everything should look the same for faculty users.

A few housekeeping items were brought forward by Jennifer Simon. 1) If you see projectors left on, please turn them off to save bulbs/money. 2) It is cybersecurity awareness month, so please complete your training. 3) If moving offices, please contact IT for computing, networking issues and to update the 911 database.
- IX. Full Faculty Meeting – Tentative October 25th at 2pm was discussed. Why was the date chosen? To coincide with the Chancellor's celebration on 10/25. Planned/possible discussion items for this meeting include:
 - a. Revision of Merit in Faculty Staff Handbook is expected to be a topic of interest. A request was made to bring forward any alternate proposals prior to the full faculty meeting so we can present them.
 - b. Enrollment Fall 23 Deep Dive
 - c. Transition of Learning Management System, Moodle to Canvas

- X. Learning Management System (Moodle/Canvas) was discussed.
- a. Request to make classes hidden or unavailable to students before the semester starts as a default was discussed. When classes first become available in MyMTech they default to visible to students, and is it possible to default courses to be hidden? Yes, we've done that before, but some instructors didn't unhide the course, which frustrated students. A question was asked, can you hide/unhide entire course as well as individual items? Yes, you can. A question was asked, does course start date do anything, or could it? That is up to Open LMS and we can't change that.
 - b. Request for timely notifications of updates and major changes (e.g. Summer 23 update) was discussed. Could the latest Moodle update have come with training, education, warning, etc., to allow faculty to adjust? The transition did not go the way IT would have liked, they had limited lead time from the Open LMS people. However, there should be plenty of warning and training for the transition to Canvas. A question was asked, where do updates about major LMS changes come from? The Center for Academic Innovation or both them and IT. A question was asked, when we switch to Canvas, will we be able to backup and retain our old classes? It seems we should be able to but it is unclear. There should be a process to convert Moodle classes to Canvas courses. Some faculty with experience with Canvas stated that old classes remain accessible and that it is easy to copy old classes, and it is more user friendly in general.
- XI. Request that future semester begin no earlier than five business days after the contract start date was discussed. 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. Next year the start date is the 26th, so there is more than 5 days after contract starts. There are also a minimum number of instructional days required and administrative considerations to think about when scheduling the start and stopping of semesters. Dean's Council and the Provost are consulted, not faculty. In the past, faculty were consulted. A motion was made that faculty senate be consulted for future academic calendars. This motion was seconded and passed without further discussion.
- XII. 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." was discussed. The request is proposed because the information can be used for continuous improvement and this information is not being shared currently. A motion was made that FE results be provided to Department Heads. The motion was seconded and passed without further discussion.
- A question was asked as to what happens to the ABET request? That part of the request dies on the floor.
- XIII. For the Good of the Order - no new issues were raised
- XIV. A motion was made to adjourn, that motion was seconded and Senate adjourned at 5:00 PM

II. Mansfield Library-UM Cancellations That Will Affect Campus

From: Juskiewicz, Scott <Sjuskiewicz@mtech.edu>

Sent: Thursday, October 5, 2023 3:42 PM

To: All Faculty <all_fac_users@mtech.edu>; All Staff <all_users@mtech.edu>; All Bureau (MBMG) <MBMG@mtech.edu>

Subject: Mansfield Library-UM Cancellations That Will Affect Campus

Hello All,

Below you will find a memo from the Mansfield Library-UM about database/journal package cancellations that will affect MT Tech and the other affiliates of UM-Missoula.

The Mansfield Library and its affiliates have been struggling to pay for library subscriptions for a number of years. The reasons for these struggles are due to inadequate library budgets, increases in base costs for library resources coupled with yearly price increases of 5-7% and continued untenable budget reductions.

Please know these decisions are not done in haste or without considering how the loss of library resources will impact teaching, learning and research on all campuses.

As we move forward the MT Tech Library will be conversing with vendors to investigate the possibility of purchasing these extremely expensive databases/journal packages on our own.

Please let me know if you have any questions.

Thanks,

Scott

Fall 2023 Proposed Adjustments to Library Collections

The Maureen and Mike Mansfield Library is currently facing a budgetary challenge, with a funding gap of \$325,000 for library collections, in the current fiscal year. To address this gap, we have carefully reviewed collections and subscriptions and must soon make some hard decisions and adjustments to ensure the sustainability of library services.

Effective January 2024, we regrettably need to cancel three large e-journal packages: Elsevier ScienceDirect, Taylor & Francis, and Wiley. We have worked with the package publishers for many years to reduce costs and downsize collection holdings to better fit the library budget. Despite these efforts, the continually increasing costs of these packages have made them unsustainable given our reduced budget. It has now become necessary to cut these packages to meet the latest budget challenges.

As we transition away from these three package subscriptions, we are committed to maintaining current and back file access to the most essential journal titles. We will be switching to individual journal subscriptions from each package for the most heavily used titles, those with 350 or more average annual uses. Below you will find complete title lists of journals currently available through the three packages, as well as those planned for cancellation, and those planned for individual subscription. Thank you for your understanding and continued engagement in ensuring that our library remains a valuable resource for the university community.

Title Lists

- [Complete A-Z List of Titles in Elsevier, Taylor & Francis, and Wiley Packages*](#)

Use the links below to narrow the list to a specific publisher.

- [Ejournal subscriptions that will be added for 2024 from cancelled packages](#)

Journals that received over 350 uses per year averaged over the past 3.5 years. Access to these titles will continue for 2024.

- [Elsevier ScienceDirect A-Z List](#)

Contains over 1,800 titles. Post-cancellation access: The library will offer access to pre-1995 content for a large number of titles due to previous investments in online backfile collections. Perpetual access to content published 1995 through 2023 will be limited to a couple hundred titles, date ranges will vary. The library will continue subscribing to the ScienceDirect Book Series package.

- [Taylor & Francis A-Z List](#)

Contains over 2,100 titles. Post-cancellation access: The library will offer pre-1997 access to a large number of titles due to previous investments in online backfile collections. Perpetual access to content published 1997 through 2023 will be limited to a couple hundred titles, date ranges will vary.

- [Wiley A-Z List](#)

Contains over 1,300 titles. Post-cancellation access: Content published from 2017 through 2023 will remain available for most titles. Access to earlier content published 1996 to 2016 will be more limited (to approx. 300 titles).

*Title lists include subject and subscription cost information supplied by the [Ulrich's Periodicals Directory](#) if available. This gives you some idea of what it costs to individually subscribe to journals. Package deals, like the ones we are cancelling, allow institutions to license significantly more titles at a greatly discounted cost.

Montana Technological University Formulation and Issuance of University Policies

Subject:

Section 200 - Governance and Organization

Number:

200.1

Effective date:

January 1, 2024

Review date:

January 1, 2027

Responsible Party:

Vice Chancellor of Administration and Finance

Introduction and Purpose:

Montana Technological University's (University) policies exist to provide a clear framework of transparent governing principles applicable throughout the campus. All university policies are consistent with relevant federal and state laws, rules and regulations, and the Board of Regents Policies and Procedures.

Authority:

The Vice Chancellor of Administration and Finance is responsible for maintaining a master list of University Policies and for managing communications related to University Policies.

University Policy:

Policies establish a framework for what will or will not be done at the University and reflect the rules governing the implementation of campus processes. Only the policies listed on the University Policies website will be applicable/enforced campus-wide. These University Policies apply across departments and for multiple audiences. Departments may also have policies specific to their areas, but because of their department-specific focus, these are not University Policies. Department policies may not contravene University Policies. When in doubt, the Executive Team

will determine if a policy is a University Policy and, therefore, must follow the Policy on Policies.

A University Policy:

- Is a governing principle that permits, requires, or restricts actions;
- Is durable, changing infrequently and setting a course for the foreseeable future;
- Is broad enough to permit discretionary action in the resolution of day-to-day situations yet specific enough to provide clear guidance;
- Is compliant and assures compliance with applicable laws and regulations, enhances the College's mission, promotes operational efficiencies, and/or reduces institutional risk.

Proposed new policies or amendments to current policies can come from the Board of Regents or any current employee or student. The primary sponsor of the new policy or the amendment is the owner of the policy until approval or dismissal.

University Policies will be formally numbered and assigned to a member of the Executive Team as follows:

200. Governance and Organization (Chancellor)

300. Academic Affairs (Executive Vice Chancellor for Academic Affairs)

400. Research and Public Service (Vice Chancellor for Research)

500. Student Affairs (Vice Provost for Student Affairs)

700. Personnel (Vice Chancellor for Administration and Finance)

800. Compensation (Vice Chancellor for Administration and Finance)

900. Financial Affairs (Vice Chancellor for Administration and Finance)

1000. Physical Plant (Vice Chancellor for Administration and Finance)

1200. Athletics (Director of Athletics)

1300. Information Technology (Executive Vice Chancellor for Academic Affairs)

1900. Miscellaneous

University Policies must be reviewed no later than three years from their effective date. The Chief of Staff will prompt the designated Executive Team member to review policies before expiration.

The Chancellor may adopt an interim policy without dissemination and review if necessary. The policy shall remain an interim policy until formally approved after going through the established University Policy and Procedures Instruction document. Interim policies will automatically expire six months after adoption if not reviewed and approved as outlined in this policy.

Minor or routine changes to policy or changes mandated by state or federal law or the Board of Regents may be made by the Chief of Staff with guidance from the designated Executive Team member. Minor or routine changes include items such as updating a title, reference, law, regulation, or organizational name listed in a policy, changes required by law or regulation, or correction of typographical errors.

Policy Collection and Archiving:

All institutional policies and amendments to policies, upon ratification by the Chancellor, will be collected and archived by the Chief of Staff. A copy of all university policies shall be kept electronically on the University Policy Website.

Procedures:

Procedures reflect current operational processes for completing tasks. Procedures contain details that include specific steps, process examples, forms to use, and contact information for assistance. Procedures and processes govern daily practice and are more subject to change. Official procedures will often be linked to policies.

The University Policy and Procedures Instructions (UPPI) document contains all of the established procedures for creating new policies and amending current policies. The UPPI is maintained by the Executive Team and published on the University Policy Website. Any changes to the UPPI will be presented at the next scheduled Leadership Team Meeting as an information item, and again at the following Leadership Team Meeting as an Action Item, before being finalized and published.

Internal control considerations, if applicable:

How to ensure adequate safeguarding of assets, e.g. segregation of duties, misuse or fraud, etc.

Adopted by: (Chancellor)

Date

Formulation and Issuance of University Policy and Procedures Instructions (UPPI):

Whether you are submitting a new or revising a current policy, the University Policy and Procedure Instructions must be followed.

1. Utilize the Standard Policy Format.
2. Utilize the Formal Numbering System.
3. Meet with the designated Executive Team member for a discussion about the proposed new or amended policy. The purpose of this meeting is to notify and share information, not to gain approval.
4. The Executive Team member will then submit the proposed new or amended policy to the Chief of Staff, who will include it as a Discussion Item at the next Executive Team meeting.
5. The Executive Team will discuss and share feedback with the owner.
6. The Owner may then revise, revoke, or send an unchanged version back to the Chief of Staff, who will place it on the agenda as an Information Item for the next scheduled Leadership Team meeting. Each member of the Leadership Team will share with key members of their various constituencies, including Faculty Senate, Staff Senate, and ASMT, to gather additional feedback and share it with the owner.
 - a. Policies directly pertaining to students must go through the ASMT process before being brought back to the Leadership Team for a recommendation.
 - b. Policies originating from the Faculty Staff Handbook or directly involving academic issues must be carried in writing, either by a faculty member, the Faculty Senate, or the administration, to the Faculty Senate and followed by a discussion in a faculty meeting. A recommendation will require an affirmative vote at a general faculty meeting before being brought back to the Leadership Team for action.
7. The Owner shall incorporate edits based on the shared governance input and provide the Chief of Staff with the updated proposal.
8. If the Owner hasn't already had the proposed policy analyzed by the Budget Director and Vice Chancellor of Administration and Finance, the Chief of Staff will work with the Budget Office to provide a Fiscal Note.
9. If the Owner hasn't already had the proposed policy approved by Legal, the Chief of Staff will have the Legal Department at the University of Montana review and work with the owner until it is deemed legal.
10. Upon approval by Legal, the Chief of Staff will place the proposed policy on the next scheduled Leadership Team agenda as an Action Item.
11. The Leadership Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal, to the Executive Team.
12. The Chief of Staff will place the policy on the next scheduled Executive Team Meeting agenda. The Executive Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor.
13. The Chancellor will approve or reject. If the proposal is rejected, the Chancellor will give feedback to the Owner as to why.

14. If the proposal is approved, the Chief of Staff will publish to the University Policy website, share back with the Leadership Team, and share it in the Weekly Update.
15. Members of the Leadership Team will share the updated/new policy with their own constituencies.

Montana Technological University Policy Standard Format

Policy Name

Subject:

Pick one of the following: Governance and Organization; Academic Affairs; Research and Public Service; Student Affairs; Personnel; Compensation; Financial Affairs; Physical Plant; Athletics; Information Technology; Miscellaneous.

Policy Number:

Number

Revised:

Date policy is revised, if applicable. To be determined at time policy is formally adopted.

Effective date:

Proposed effective date.

Review date:

Month and date of review will be three years from date of adoption unless otherwise specified.

Responsible Party:

Identify the position or office responsible for the review of the policy.

Introduction and Purpose:

Describes the background and rationale for the operating policy.

University Policy:

Reference 200.1 Montana Technological University Formulation and Issuance of University Policies for guidance.

Procedures:

Procedures should be attached as a separate document – this section should describe where they are located and how they can be amended.

Internal control considerations, if applicable:

How to ensure adequate safeguarding of assets, e.g. segregation of duties, misuse or fraud, etc.

Adopted by: (Chancellor)

Date

DRAFT