

Faculty Senate Agenda

12/1/23

1-2 p.m.

ELC 202

- I. Welcome and minutes
 - a. Review of 10/27/23 Minutes
 - b. Review of 10/25/23 Faculty Meeting Summary

Action Items

- II. Proposal from the Employee Relations and Confidence Committee (formerly the Confidence and Professionalism Recovery Task Force) to amend the Faculty/Staff Handbook Appendix

Informational Items

- III. Update from the Student/Course Evaluations Subcommittee

Discussion Items

- IV. Proposal to restore e-mail privileges (all_faculty, all_staff) to department heads and administrative associates.
- V. Request that all faculty be provided with complete ABET reports for 2016, 2019, and 2022, including the preliminary results and documentation of how deficiencies, weakness, and concerns were addressed before final results.
- VI. Request that faculty be provided with all FE exam reports dating back to 2016.
- VII. 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

- VIII. 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

- IX. 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.
- X. 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

- XI. 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.
- XII. 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.
- XIII. 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.
- XIV. For the Good of the Order - no new issues were raised
- XV. 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.

Faculty Senate Minutes

10/27/2023

1-2 p.m.

SUB 113 AB

Senators in attendance: S Risser, M Egloff, S Juskiewicz, M Haynes, A Traut, C Young, C Faught, D Autenrieth, B Hill, L Buckley, A Mitra, C Gammons, S Rosenthal, R LaDoucer,

- I. Welcome and minutes - The meeting was called to order and a motion was made to approve the minutes from the prior meeting on 10/10/23. The motion was seconded and passed without discussion. The full faculty meeting minutes were not available to approve.

Action Items

Informational Items

- II. Mansfield (UM) Library Cancellations that will affect Montana Tech Campus was discussed. We are about to lose access to Wiley Direct, Science Direct, Taylor and Francis, and others, due to cost cutting measures and increases in what UM is charged for databases. Department reps were asked to take this back to their departments.

Discussion Items

- III. Proposal to restore e-mail privileges (all_faculty, all_staff) to department heads and administrative associates was discussed. The removal of privileges has caused a reduction in communications on campus, for example announcements related to TechXpo. A motion was made to recommend this to the administration, and that motion was seconded. A comment was made that all faculty should have the privilege. A request was made to amend the proposal to include all faculty, but that amendment was not accepted. The proposal passed without further discussion. The vote was unanimous in favor of the motion.
- 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? This came about because our prior (PNW) accreditation found that this process could be improved. Chief of Staff Jodie DeLay presented. We presently don't have a process to create, store, review, update, etc., all of our policies. A request was made for Senators to review the proposed policy on policies and provide feedback/input. Help will also be needed to create the policy index and volunteers were sought. A comment was made that the revisions cycles should not all fall on the same date. They won't, the proposal has specified 1/3 of policies are reviewed every year so that all policies are reviewed every three years. A comment was made that a person on the executive team was the responsible party of each policy, and that could create a problem for policies that impact academics that require faculty representation and shared governance. That is addressed in the methods of the proposed policy. A question was asked, is this being built from scratch? Yes, it is. A question was asked who is in charge of the platform of these policies. It would be the Chief of Staff. A question was asked about skipped numbers in the index. They match the board of regents policies. A comment was made that some changes to policy will impact other policies.

- V. Faculty meeting follow-up was discussed. A request had been made to make full faculty meetings available on zoom. That couldn't happen for the last meeting, but we should think about whether we want to have it available for future meetings. A request was made for Kat McCormick to come again and discuss the Canvas transition when more information is available.
- VI. For the Good of the Order – no new items were raised
- VII. A motion was made and the meeting adjourned at 1:49PM

Full Faculty Meeting Summary

10/25/2023

- I. Proposals to modify FS handbook section 205.7 were discussed. Two proposals were available to review by all faculty in a timely manner. A motion was made to adopt the first proposal (modifying existing FS handbook language where department heads choose the non-union merit award winners) and seconded. This motion included adding language from the second proposal to ensure librarians were eligible for merit awards. A friendly amendment was offered to change “very good” to “satisfactory”. That amendment was accepted. The motion passed without further discussion.
- II. Leslie Dickerson presented information related to current enrollment and plans to increase enrollment.
- III. Kat McCormick presented information on the learning management system transition from Moodle to Canvas.
- IV. NW reaccreditation was not discussed due to time.

Language Recommended by an affirmative vote of the general faculty on 10/25/2023 (changes highlighted):

Each year Montana Tech may award up to six Merit Awards to meritorious faculty who are full-time, non-union, tenure track, or professors of practice faculty. Visiting faculty are not eligible for Merit Awards. Faculty may be nominated by their Department Head, Dean, or be self-nominated. The application deadline is November 1 of each academic year.

A Merit Award is for the amount of ~~\$2000~~ \$2500 and added to the faculty member's base pay in the following academic year contract. Faculty earning Merit Awards are recognized at the spring semester awards ceremony. In addition, Merit Awards are not considered when determining whether a salary inversion exists. Specifics of the process to apply for a Merit Award are as follows:

- 1) The award is based on performance within the previous three academic years at Montana Tech.
- 2) An application consists of no more than seven pages total;
 - Supporting documentation is to be presented in a summary format of information required in Section 205.4.3: Evaluation Portfolio of the Montana Tech Faculty and Staff Handbook. This narrative must discuss justification for the Merit Award based on exceptional/excellence achievement in one or more of the following:
 - Teaching
 - Scholarly activity
 - Service
 - All recipients **who are instructional faculty** must be ~~very good~~ **satisfactory** to excellent teachers.
 - Narrative is limited to five pages maximum and no supplemental material is allowed unless requested by the Department Head.
 - A two-page (no more than) resume shall be included.
- 3) Applications are due to the Provost/VCAA by November 1st.
 - ~~Applications will be evaluated by an interdisciplinary committee drawn from faculty members that have received Merit Awards in previous two years.~~
 - **The merit award winners will be selected by the department heads of departments that have non-union faculty.**
- 4) **"6."** A faculty member who receives a Merit Award is not eligible to apply for another award during the two years following receipt of the award.
- 5) **"7."** Faculty who have a disciplinary letter in their personnel file within the last three years (Human Resources File) may not apply,

OVERALL ENROLLMENT

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Total Headcount	2,583	2,421	2,329	2,339	2,280	2,321
Undergraduate	2,330	2,200	2,110	2,130	2,092	2,134
Graduate	253	221	219	209	188	187
Gender						
Female	40%	41%	41%	42%	40%	39%
Male	60%	59%	59%	58%	60%	61%
Origin Address						
International	8%	5%	4%	3%	2%	2%
Montana	75%	77%	80%	79%	79%	79%
Other U.S. States	17%	17%	17%	18%	19%	19%
Residence Hall Students	272	315	323	361	416	436

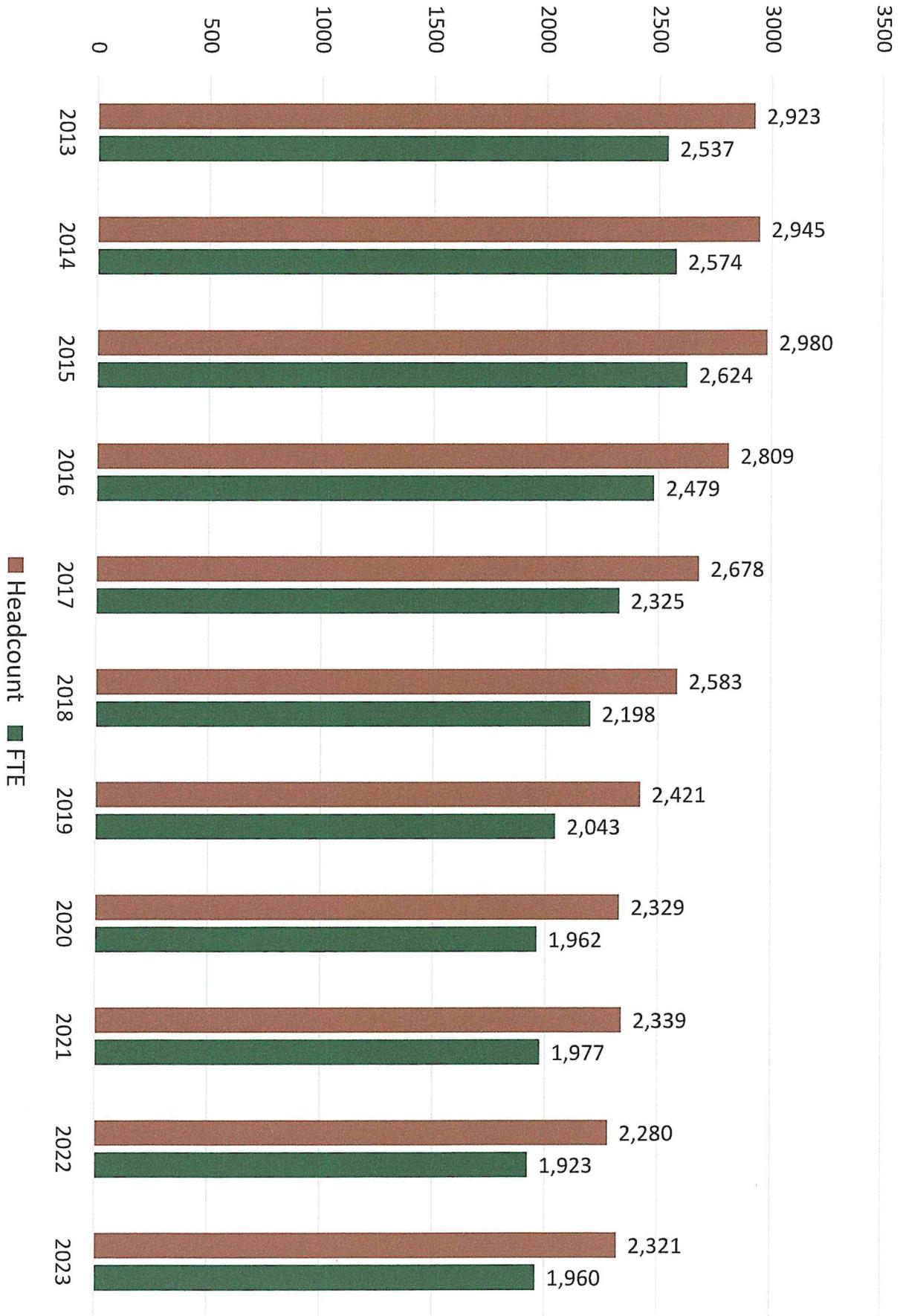
NORTH CAMPUS UNDERGRADUATE ENROLLMENT

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
North Campus Undergraduate	1,591	1,493	1,431	1,474	1,437	1,435
Instate	1,174	1,153	1,148	1,191	1,151	1,136
Out of State	233	158	109	76	54	26
Western Undergraduate Exchange (WUE) & Advantage	184	182	174	207	232	273
New First Time Freshman	273	275	273	324	304	294
Retention	78%	81%	79%	76%	81%	
New Transfer	119	89	60	69	64	71

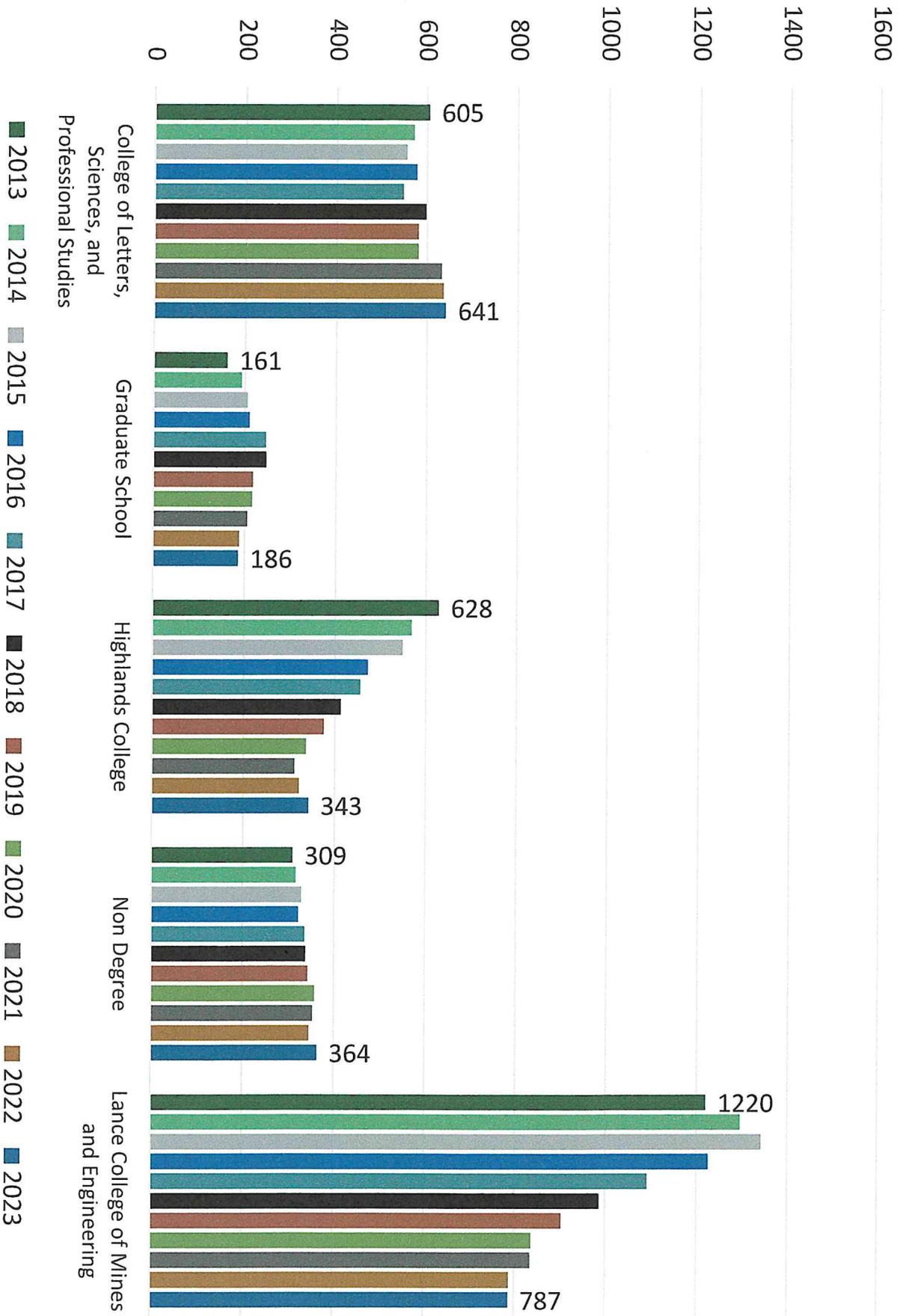
SOUTH CAMPUS UNDERGRADUATE ENROLLMENT

	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
Highlands College	739	707	679	656	655	699
Dual Credits	316	312	324	339	331	354
Traditional Students	423	395	355	317	324	345
Highlands (less Dual Credit)						
Instate	389	368	334	283	280	291
Out of State	29	23	16	12	13	8
Western Undergraduate Exchange (WUE) & Advantage	5	4	5	22	31	46
New First Time Freshman	146	136	133	108	119	145
Retention	57%	65%	63%	67%	65%	

Fall Census



Fall Headcount



Fall Headcount

College of Letters, Sciences, and Professional Studies	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2023-2022
Applied Hlth & Safety Sciences	605	572	556	578	548	598	581	581	632	636	641	5
Biological Sciences	66	62	51	55	59	74	71	86	100	92	83	(8)
Biology									1	2	1	(9)
Business	40	38	36	45	38	37	29	22	21	12	27	15
Business & Information Tech	117	128	131	130	123	111	117	138	155	143	164	21
Chemistry	29	26	28	26	20	28	21	14	16	22	21	(1)
Data Science					5	7	9	12	10	8	4	(4)
Exercise and Health Science									13	43	69	15
General Science	4		1	3	3	4	1					0
General Studies	6	1		1	2	17	12	6	3		1	1
Health Care Informatics	30	42	36	29	23	17	12	6	3			0
Health Care Informatics Tech	2	1										0
Interdisciplinary Arts Sci						12	16	21	23	19	26	7
Liberal Studies	72	52	37	29	24	17	3	1				0
Mathematical Sciences	14	11	13	10	11	17	14	8	10	16	14	(2)
Nursing	110	102	108	108	109	109	234	219	233	245	216	(29)
Pre-Nursing	96	85	81	95	84	109						0
Prof & Technical Communication	19	23	26	26	19	22	17	6				0
Professional Landman									1			0
Statistics				2	3	1	1	1				0

Graduate School	161	192	205	210	246	247	218	216	206	188	186	(2)
Earth Sciences & Engineering								5	7	10	13	3
Ecological Restoration								4	11	8	7	(1)
Electrical Engineering	2	3	6	6	6	8	7	5	5	3	4	0
Engineering									2	2	3	2
Environmental Engineering	13	10	7	8	15	11	8	11	10	7	3	(4)
General Engineering	7	5	4	7	11	11	13	15	7	7	8	1
Geological Engineering									1	2	2	1
Geoscience	29	41	38	38	34	32	22	23	21	18	15	(3)
Health Care Informatics	1	5	5	1	2	2	1					0
IH Distance Learn Prof Track	57	67	81	75	88	104	102	93	90	82	79	(3)
Industrial Hygiene	13	15	14	9	17	15	9	8	9	9	6	(3)
Interdisciplinary Studies	5	3	8	10	8	5	6	4	3	2	1	(1)
Materials Science		4	9	13	17	17	16	13	14	14	18	4
Materials Science Engineering								3	5	8	7	(4)
Metallurgical/Min Process Engr	12	12	8	8	8	8	7	2	3	2	7	5
Mining Engineering	2	5	6	7	9	9	5	5	8	8	5	(1)
Petroleum Engineering	4	6	6	8	8	5	4	3	2	2	2	0
Project Engr & Management	8	10	6	10	11	8	5	6	7	5	8	3
Restoration				2	1	2	2	1	1	1		(1)
Tech Communication	8	6	7	8	11	11	5	1	1			0

New Students

College of Letters, Sciences, and Professional Studies	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2023-2022
Applied Hlth & Safety Sciences	130	113	93	110	118	167	146	149	179	157	156	(1)
Biological Sciences	22	15	11	16	13	24	22	23	32	24	15	(9)
Biology												0
Business	8	4	7	6	2	5	1		3			0
Business & Information Tech	20	24	12	17	27	23	36	34	39	25	48	23
Chemistry	7	7	6	13	6	10	4	5	9	6	3	(3)
Data Science					3	4	4	4	1	2	1	(1)
Exercise and Health Science								11	23	27	28	1
General Science	2		1	1	1	3						0
General Studies	2	4	1	2	2	3						0
Health Care Informatics	2	4	1	2	2	3						0
Health Care Informatics Tech												0
Interdisciplinary Arts Sci	18	13	10	5	10	1		4	7	8	4	4
Liberal Studies	5	1	3	3	3	6	2	2		7	5	(2)
Mathematical Sciences	1	4	1	8	7	2	64	60	64	62	48	(14)
Nursing	44	40	32	34	35	58						0
Pre-Nursing	1	2	3	1	3	8						0
Prof & Technical Communication												0
Professional Landman												0
Statistics			1									0

Graduate School	25	34	20	26	31	38	29	41	25	20	29	9
Earth Sciences & Engineering								4			1	1
Ecological Restoration								3	3	2	1	(1)
Electrical Engineering		1	1				1	1	1			0
Engineering											1	1
Environmental Engineering	2	1		2	1	1	2	3	1	1	1	0
General Engineering			1		1	1		2	1	1		(1)
Geological Engineering												1
Geoscience	6	12	8	8	11	10	4	8	4	2	5	3
Health Care Informatics		2			1	1						0
IH Distance Learn Prof Track	10	9	4	6	7	15	11	8	9	12	9	(3)
Industrial Hygiene		1			1			1	1			0
Interdisciplinary Studies	1		1	1	1	2		1	1		1	1
Materials Science		2	1	2	3	2	2	2	1	1	4	3
Materials Science Engineering								2	2			0
Metallurgical/Min Process Engr	3	1	1	1	2	2	2	1	1	1	2	1
Mining Engineering	1	2	1	3	2	1	2	2	2	1	2	0
Petroleum Engineering			2		1	1					2	2
Project Engr & Management			1	4	1		3	2	1	1	1	1
Restoration							1	1	1			0
Tech Communication	2	3	1	1	1	2						0

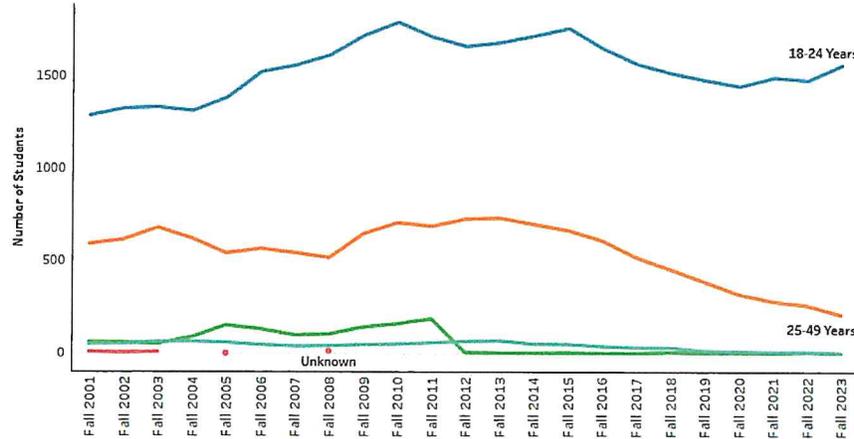
Enrollment by Age Group (Source <https://mus.edu/data/dashboards/headcount.html>)

Montana Tech and Highlands College Combined

MUS Headcount Demographics | MUS Headcount Institution | MUS Headcount Map

MUS Headcount by Institution

This dashboard shows historical results back to Fall of 2001 term. Counts for Flathead Valley CC are not available before Fall 2016, counts for Dawson CC, and Miles CC are not available before Spring 2011, and counts for Gallatin College are not available before Fall 2010. Federal changes were made in 2011 that changed the way Race/Ethnicity was reported, data from before 2011 is not available in the same format.



Measurement Period:

Group By:

Residency:

Campus:

Locale:

Age Range:

Full Time/Part Time:

Gender:

Race/Ethnicity:

Student Level:

Dual Enrollment:

Grouping: 18-24 Years, 25-49 Years, 50+ Years, < 18 Years, Unknown

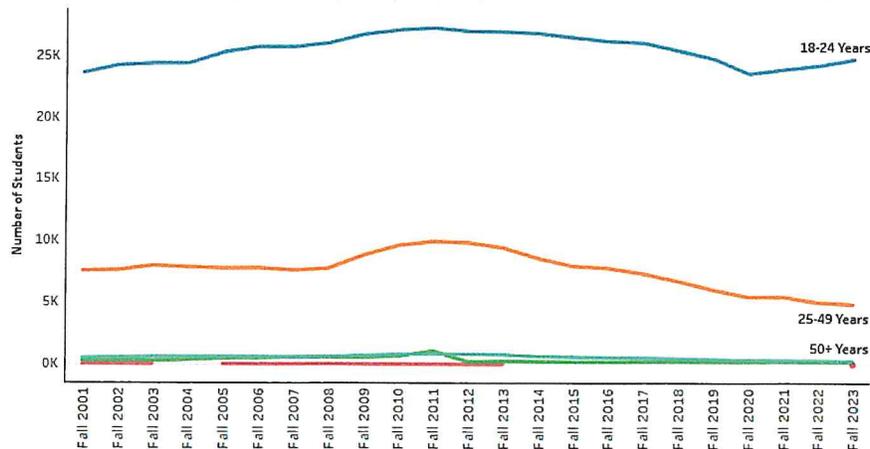
	312	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
18-24 Years	562	1,682	1,719	1,760	1,651	1,567	1,517	1,479	1,446	1,494	1,479	1,562
25-49 Years	728	734	700	667	611	520	455	388	321	283	262	211
50+ Years	67	70	53	52	40	34	33	17	13	10	11	4
< 18 Years	7	4	4	6	3	3	9	4	6	4	9	3
Unknown												
Total	1,364	2,490	2,476	2,485	2,305	2,124	2,014	1,888	1,786	1,791	1,761	1,780

MUS Excluding Community Colleges

MUS Headcount Demographics | MUS Headcount Institution | MUS Headcount Map

MUS Headcount by Institution

This dashboard shows historical results back to Fall of 2001 term. Counts for Flathead Valley CC are not available before Fall 2016, counts for Dawson CC, and Miles CC are not available before Spring 2011, and counts for Gallatin College are not available before Fall 2010. Federal changes were made in 2011 that changed the way Race/Ethnicity was reported, data from before 2011 is not available in the same format.



Measurement Period:

Group By:

Residency:

Campus:

Locale:

Age Range:

Full Time/Part Time:

Gender:

Race/Ethnicity:

Student Level:

Dual Enrollment:

Grouping: 18-24 Years, 25-49 Years, 50+ Years, < 18 Years, Unknown

	312	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023
18-24 Years	322	26,992	26,847	26,520	26,219	26,093	25,457	24,803	23,589	23,952	24,266	24,765
25-49 Years	349	9,440	8,569	7,945	7,774	7,336	6,719	6,036	5,464	5,452	5,016	4,872
50+ Years	793	772	628	578	541	507	466	415	343	317	308	280
< 18 Years	203	243	230	192	198	197	226	212	216	215	190	190
Unknown	2	1										1
Total	1,369	37,448	36,274	35,235	34,732	34,133	32,868	31,466	29,612	29,936	29,780	30,108

LMS Migration



Here we go...





Spring, 2025

Done so far...

- We have identified the admin and points:
 - Jason Holms will be Canvas Admin, backed up by Alan Christensen and Jennifer Simon
 - Kat McCormick (me) will be lead for academic transition and user support, backed up by Kathy Stevens.
- We have a URL: mtech.instructure.com
 - They will create our instance
 - We should have sandboxes by November or December

Migration Advisory Committee

- 1st meeting Week of Oct. 30
- Just FYI: OCHE Elearning advisory committee:
 - November 3 – we will continue discussions of modality definitions
 - December 1 – there will be a Q&A on the LMS transitions (in addition to updates on modality definitions)





Migration

- being handled by k16
- White-glove migration
 - We provide 5 – 6 representative courses as pilots
 - K16 works through kinks
 - The rest is done as a tailored automated bulk migration in as final form as possible.

Additional Resources

- MUS Single Learning Management System update page
(<https://www.mus.edu/che/arsa/LMS/>)
- CAI is creating a webpage for Tech updates (in progress)



Thank you,

- Contact me at kmccormick@mtech.edu or Ext. 4189
- CAI Webpage in progress...

Proposed Appendix A of Faculty Staff Handbook Addition

Employee Relations and Confidence (“ERC”) Committee

The ERC Committee advises, informs, and produces reports to Faculty and Staff Senates, as well as the Executive Team regarding employee confidence, professional culture and relations, as well as shared governance matters.

Tasks:

- Recommend improvements to all elements of University governance including but not limited to strategic planning initiatives, internal communications, and routine campus operations.
- Interact with Staff Senate, Faculty Senate, and the Executive Team to strengthen employee recognition, advancement opportunities and voice.
- Propose Faculty/Staff Handbook revisions on a routine basis.
- Report workplace concerns for appropriate consideration to the correct entity.
- Review metrics to monitor progression against Great Places to Work or other employee morale surveys.
- Provide a confidential forum in which employees can discuss relevant workplace concerns.
- Consider Faculty or Staff Senate, or Executive Team actions as the Committee deems appropriate.
- Suggest events, trainings, or other actions that can provide tangible benefits consistent with the ERC’s charge.

Representation, Composition, & Bylaws

- The Committee is composed of four (4) staff and four (4) full time faculty members appointed by the Staff and Faculty Senates respectively.
- Student employees may not serve as members but can communicate with the Committee as outlined below.
- The Director of Human Resources serves as an ex officio member of the committee.

- The first meeting of the academic year must occur before October 1st. The Faculty Senate Chair shall convene and preside over the first meeting.
- At the first meeting, the committee shall select a Chair, Vice Chair, and Secretary.
- The Chair presides over meetings and presents updates to the Campus Community upon request or deemed appropriate by the Committee.
- The Vice Chair fills the role of the Chair if needed or appropriate.
- The Secretary records meeting minutes and may preside if Chair and/or Vice Chair are unavailable. Further, the Secretary will upload all documents to and maintain a OneDrive folder.
- IT shall provide and maintain a Montana Tech email account for ERC that forwards any message to every committee member.
- The Staff Senate President, Faculty Senate Chair as well as any member of the Executive Team may request copies of meeting minutes from the Secretary at any time.

- Committee members are appointed for two (2) year terms.
 - Committee members may not seek or designate substitutes for attendance or voting purposes.
 - Committee member terms will stagger to maintain continuity.
 - In order to maintain confidentiality when required or appropriate, the Chair shall ensure minutes have been redacted as needed. Further, the Chair shall use Executive Sessions to limit viewership in the room. All members must agree as a term of service to be mindful of confidential and/or sensitive information.
 - Every committee member vote carries the same weight.
 - A simple majority of members will constitute committee support for any motion provided a quorum is present.
-
- To ensure full consideration, any campus employee (including student employees) should send their concerns to the Chair at least five (5) business days prior to the meeting. At the Chair's discretion, other concerns may be added to the agenda at any point prior to the meeting.
 - The quorum required for any meeting consists of a simple majority.
 - Meetings may be held via any modality (face-to-face, Zoom, or hybrid for examples) as selected by the committee.