

Faculty Senate Agenda

9/27/2024

1-2 p.m.

Mill 201

- I. Welcome and minutes: <https://mtech.edu/facultystaff/facultysenate/minutes/2025/minutes-9-9-24.pdf>

**Action Items**

- II. CRC Recommendations (reserved)
- III. Appointment of Employee Relations and Confidence Committee Members
- IV. Review of Published Materials to Assure Institutional Integrity (Policy Review) - Executive Director of Admissions and Enrollment Leslie Dickerson

**Informational Items**

- V. Recruitment Materials – Director of Admissions Angela Hoffman-Cooper
- VI. Information from Access and Disability Services
- a. Don't Cancel Class
  - b. Access Committee

**Discussion Items**

- VII. 20<sup>th</sup> Day Grades
- VIII. For the Good of the Order

### III. Committee Appointment

#### **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.

# Review of Published Materials to Assure Institutional Integrity

**Subject:**

*Governance and Organization*

**Policy Number:**

220

**Revised:**

NA

**Effective date:**

*July 1, 2024*

**Review date:**

*July 1, 2027*

**Responsible Party:**

*Chancellor*

**Historical versions: Link if applicable.**

NA

**Introduction and Purpose:**

**University Policy:**

The Office of Marketing and Communications is the central office for precise and accurate messaging related to Montana Tech and its values. The Office oversees the [website](#), social media, digital newsletters, the campus and alumni magazine, and campus-wide presentations. The Admissions Office oversees all undergraduate prospective student publications while the Graduate School develops promotional materials for graduate-level programs. These offices collaborate with the Office of Marketing and Communications to review representation of mission, programs, and services.

- Data and rankings will be dated and cited.
- Statistical data will be provided and verified by the [Institutional Research Office](#).
- Procedures for regularly reviewing materials are developed and managed by the Office of Marketing and Communications and the Admissions Office.

**Internal control considerations, if applicable:**

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

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Adopted by: (Chancellor) Date

## Procedures:

- All departments and programs are responsible for maintaining accurate information on their webpages, while the Office of Marketing and Communications is responsible to review for accuracy and consistency. Departments and programs must seek approval from the Office prior to creation of promotional materials to ensure accuracy, consistency, and data integrity.
- The Director of Admissions will review and update promotional materials annually by conferring with campus representatives who have responsibility for programs and services discussed in the materials. Data will be provided by appropriate departments.
- Career Services will be the source of job placement and outcome information.
- The Dean of Students will facilitate annual review and updates to the Montana Tech [Student Handbook](#) by conferring with campus representatives who have responsibility for programs and services outlined in the document.
- The Registrar will facilitate annual review and updates to the Montana Tech [Catalog](#) by conferring with campus representatives who have responsibility for programs and services outlined in the document.
  - All curricular changes are approved by the Curriculum Review Committee and Faculty Senate before edits are made to the catalog.
  - Other campus approved changes go through the [Office of the Commissioner of Higher Education](#) and [Montana University System Board of Regents](#) approval process before implementation.
  - Policy changes are presented and approved by the [Deans' Council](#) and, if approved, forwarded to Faculty Senate for informational purposes.
  - The catalog is sent to departments for review and approval upon publication.