Faculty Senate Minutes
1/18/18
2 p.m.– 4 p.m.
Kelley / Steward (SUB 113 AB)

Attendance: Scott Risser, Charie Faught, Phil Curtis, Mika Gjeltama, Courtney Young, Miriam Young, Jackie Timmer, Dave Gurchiek, Bev Hartline, Tony Patrick, Glen Southergill, Stella Capoccia, Dan Autenrieth, Vickie Petritz, Doug Abbott, Dan Trudnowski, Katherine Zodow

I.   Welcome and Minutes
   - Draft Minutes found here: http://www.mtech.edu/about/facultysenate/minutes/index.htm
   - Motion to approve seconded, motion passed

<div style="background:black;color:white;text-align:right;font-weight:bold">Action Items</div>

<div style="background:black;color:white;text-align:right;font-weight:bold">Informational Items</div>

II.   **Affiliated Faculty – presented by Dr. Hartline**
   - As listed below. Looking for individuals with comparable expertise with no financial implications. Can be considered an opportunity for individuals and department. Affiliated Faculty can serve on committees and also advise. The process has been happening informally in Bureau of Mines (for example). An affiliated faculty is subject to approval by the department and the dean, and need not be limited to the Bureau or CAMP. The concept is a common mechanism that can expand expertise pool and community. The Bureau is very enthusiastic. An accepted applicant will have to satisfy requirements. Bev is looking for buy in or additional changes by the faculty senate.
   - Affiliates can be an advisor of record for a graduate student for a thesis (not for all classes). Can also be department committee's appointment.
   - As an affiliate, would be listed for graduate research hours. Question asked regarding giving an honorarium. Right now, not sure if this is possible. It is potentially possible to pay for speaking or travel expenses, but policy silent on the issue.
   - As mentioned, the position is subject to approval from department head and dean, but other oversight not required. Depending on need, a person may need to have a written letter from Provost.
   - Physical presence is not required. Question regarding having a campus e-mail, which may be available.
   - Visiting professors for a short period of time may not be quite the same thing, the concept is for longer term relationships.
   - Motion to endorse affiliated faculty framework as presented and seconded. Further recommendation to address compensation. Motion passes.

III. **Course Evaluation Subcommittee – presented by Dr. Southergill**
   - Updates- Subcommittee met December 7, which discussed faculty senate, feedback from faculty members, Dean's council conversation, and recent article published in Higher Education. The subcommittee is not at this time sending revisions to the faculty senate: members have homework and will send to faculty senate after meeting later this month. Homework includes further feedback regarding revisions for online courses and reviewing survey instrument based on current research. The subcommittee plans to come back to senate next time. Charie Faught also added to the sub-committee.

IV. **WIRE and Program Prioritization Committee membership**
- A comment made regarding independently receiving concerns about WIRE and program prioritization membership makeup. The chair of faculty senate requests to have updates in future faculty senate meetings to address concerns to further facilitate the work of the groups.
- Doug Abbott is the Chair of Program Prioritization Committee. The agenda for the meetings will be sent before each meeting, and minutes sent out after each meeting. Charie Faught as faculty senate can also provide updates to faculty senate as needed. Doug Abbott expressed his intention to have the process be as transparent as possible. Comment that Charie Faught can act as conduit, but still need to have time to discuss concerns.
- Comment made that one way to address is to reflect upon the meeting minutes. Doug Abbott also commented that he is still working to get members on the committee, with the hopes to meet weekly.
- Comment that senate may contact Charie Faught about making suggestions and providing feedback, such as providing input regarding metrics.
- Along with members listed on January 4th, 2018, Joe McClafferty now also on the committee. Vickie Petritz will be the Highlands College union rep. Marvin Speece, Peggy McCoy for staff senate.
- WIRE presented current recommendation at December 19 meeting, work is still continuing, without an set timeline or end date. Comment made that the interface between committees may have a positive impact. Board of Regents presentation in March may include work from the committee.
- Brief updates for both committees requested to present at February meeting.

V. **Academic Dishonesty (use of cell phone video as evidence)**
- Doug Abbott commented that dealing with academic dishonesty starts with faculty member. Question regarding who took the video (in this case, the instructor). Comment about instructor stating that they saw cheating. Doug Abbott stated that the question will be sent to legal. Comment about the use of video without audio (but once audio, then may have to have permission). In previous cases, videos have not been submitted.

VI. **Appointments of Teaching and Research Community Leadership**
- See list, which excludes part time faculty and those who left. Looking to recommend seven (7) from each group to see if they are interested. In February, hope to have a short list of topics for next year for engagement. A potential topic is application and sponsored research. Question about who has had the most funding and has been the most successful. Time commitment would be for a year, with amount of time in the description. Can also do an application process, but would require to have a subcommittee to review. Meetings will be open with hope that faculty will attend. Comment about having a mix of faculty as part of the process. Concern that may not wish to apply, but perhaps if asked may be willing.
- Teaching Nominees: Hilary Risser, Katie Hailer, Elyse Lovell, Bill Ryan, Julie Hart, Sudharkara Katapadi Vadiraja, Mike Masters,
- Research Nominees: Hilary Risser, Courtney Young, Amy Verlanic, Comment to contact lifetime distinguished members (may be another five), Rick Rossi, Chris Gammons, Dan Trudnowski, Ginette Abo, Ron White,
- Will look to contact members, but contact officers to make additional nominations.

VII. **Proposed Revision to Transfer Language – Dan Trudnowski**
- Proposed revision to the catalogue. May result in changes to curriculum, so may have to go to CRC. Current policy for transfer students requires a review of courses for substitutions, which may come from online courses. No specification of what upper division courses are, which may result in students taking "harder" classes from other institutions. For instance, may not be taking core courses (like engineering) at Tech. Proposing reword with highlight (below). Could have a "core" curriculum in each program.
- Question/ suggestion to change to "courses and all core classes as identified in the catalogue in the program curriculum."
- Concern that may have implications in retention and recruitment.
- Will this alter the approved courses from somewhere else? May impact transfer process. Would allow programs to review what the core courses are at Tech. Comment regarding may allow each department

to consider what makes a program unique, would be flexible. May be a different number of courses in each department. Potentially still can have substitutions.

- Substitutions and transfer can be different. Tech must accept MUS courses, and non-MUS courses have to have a certain overlap (80%??). Tech makes the determination of the overlap (not necessarily about regionally accredited).
- Perhaps need clarification from Leslie Dickerson (registrar). (Abbott)We must accept those who have gone through common course numbering through MUS system. Unknown if WICHE is the same.
- We do have transfer agreements in place for certain programs and institutions.
- Transfer and substitutions are in question, but also just taking 25% of courses at Tech is potentially an issue. CLSPS have been asked to have two year articulation agreements with others across the state (with only taking half at Montana Tech at the upper division).
- Move to table to consider and have Leslie Dickerson can clarify and seconded. Will review again in the future. Motion passed.
- Question about changing catalogue/does this as a proposal that needs to go to CRC for a vote? Will need to decide.

VIII. **Other Items**
- None at this time.

II. AFFILIATED FACULTY

- MBMG researchers, those employed in other research centers on campus, faculty at other universities, and researchers in industry, national laboratories, and other research-active institutions are eligible for affiliated faculty appointments with one or more academic departments at Montana Tech. o Appointment is subject to application by the prospective affiliated faculty member and approval by the department head, dean, and (if from MBMG or a Montana Tech research center) by the MBMG/Center director.
    - o Academic credentials of the affiliated faculty member must be equivalent to those of academic faculty in the department (Ph.D. preferred, M.S. plus experience is appropriate for some departments).
    - o Affiliated faculty must be active in research, independent scholarship, and publication.
    - o Academic rank of "Affiliated Research Assistant Professor," "Affiliated Research Associate Professor," or "Affiliated Research Professor" would match the researcher's rank in MBMG/Center or employing institution.
    - o Affiliated faculty appointments are subject to reapplication and review every 3 years, renewable, and automatically expire if not renewed.
    - o Renewal requires an updated application showing continuing strong activity in research, grant seeking, grant management, student research supervision, publication, and engagement with the host department(s). It is subject to the same approvals as the original application.

- Responsibilities and privileges of affiliated faculty. o Affiliated faculty may serve as the primary thesis/project advisor for graduate students in the department hosting the affiliation, upon approval of the department.
    - o Affiliated faculty may be listed with their research interests on the department's web page.
    - o Affiliated faculty may attend department meetings by invitation, but they do not have "voting rights" in departmental decision making.
    - o Affiliation has no implications for compensation or benefits, nor do affiliated faculty participate in the review of academic faculty for promotion or tenure.
    - o Affiliated faculty may teach occasional courses in an adjunct capacity under the same procedures and approvals as others, who are not part of the academic faculty. The Department Head and Dean must approve the teaching appointment each term. For affiliated faculty associated with MBMG or a Montana Tech Center, the MBMG/Center Director must also approve the assignment, and determine whether it would constitute overload or be included within the person's responsibilties. Compensation will be provided per the adjunct policies and practices in effect at the time.

- To apply for affiliate faculty status, MBMG/Center researchers must submit an application letter through the MBMG/Center director to the applicable department(s), stating interest and briefly summarizing recent (last 3 years) research activity (grants applied for, grants funded, research activities, student research mentoring activities, and publications). A current C.V. must be attached. It is suggested that MBMG/Center researchers discuss their interest with the MBMG/Center director AND the Department head(s) prior to preparing and submitting the application. Prospective affiliated faculty from other institutions must provide an application with the same information to the Head of the department of interest.
- Review of the application and decision on affiliate status would typically be completed within less than 1 calendar month. Departments may request contact information for references. Departments should notify the Provost's Office of Affiliated Faculty appointments and effective dates, so it can maintain a current roster of Affiliated Faculty.

VI. Leadership Team Appointments
Teaching Circle Leadership Team
The Montana Tech Faculty Senate shall establish a community of practice for pedagogical improvement. In the spring of 2018 the Faculty Senate shall appoint a leadership team to plan the structure, content, and schedule for this community. This team shall utilize evidenced-based best practices in higher education as guidance for this planning. Thereafter, the leadership team shall be appointed annually each April by the Faculty Senate from the full time faculty, with special consideration given to Rose and Anna Busch Award recipients and Teaching Merit Award winners. This community will be open to all Montana Tech faculty beginning fall 2018.
Sample Structure: Weekly lunch meetings, once a month as a whole, and three times a month in smaller groups.
Sample Topics:
- • At-risk students and accommodations
- • Course planning / time management
- • Dishonesty prevention
- • Evaluating teaching in vivo
- • Formative vs. Summative assessments
- • Online / Moodle best practices
- • Valid and Reliable assessments

Scholars Community Leadership Team
The Montana Tech Faculty Senate shall establish a group mentorship program for fostering interdisciplinary scholarship and increasing successful research. In the spring of 2018 the Faculty Senate shall appoint mentor leaders to plan the structure, content, and schedule for this community. This team shall utilize evidenced-based best practices in higher education as guidance for this planning. Thereafter, these lead mentors shall be appointed annually each April by the Faculty Senate from the full time faculty, with special consideration given to Distinguished Researcher Award recipients and Research Merit Award winners. This mentorship program will be open to all full-time Montana Tech faculty beginning fall 2018.
Sample activities and topics:
- • "Cross-pollination" of research groups/individuals (frequent mixing)

- • Best practices in mentoring grad students

- • Dealing with federal compliance

- • Establishing peer-partners for support (peer reviews, check-ins, accountability in deadlines, writing, and progress)

- • Five-minute presentations of Research Programs

- • Peer-lead Grant education (budgets, applications, finding collaborators)

- • Setting up space/labs/lab groups

Eligible Faculty Rose & Anna Busch Awards	Merit Awards	Distinguished Researchers
Jack Skinner (GenE)	Jerry Stewart (T&T)	Matt Donnelly (EE)
Karen Wesenberg-Ward (Chem)	Amy Kuenzi (Bio)	Katie Hailer (Chem)
Katie Hailer (Chem)	Marisa Pedulla (Bio)	Colleen Elliot (MBMG)
George Williams (Pet)	Stella Capoccia (Bio)	Dan Trudnowski, (EE)
Jim Girard (GeoPE)	Douglas Cameron (Chem)	Chris Gammons (GeoE)
Bill Ryan (T&T)	Thomas Camm (Min)	Jerry Downey (Met)
Brian Kukay (GenE)	Matthew Donnelly (EE)	Elyse Lovell (GenS)
Julie Hart (SHIH)	Kumar Ganesan (EnvE)	Katie McDonald (MBMG)
Linda Granger (BusT)	Mary North-Abbott (Pet)	Marisa Pedulla (Bio)
	Glenn Shaw (GeoE)	Courtney Young (Met)
	Karen VanDaveer (Nur)	Ginette Abdo (MBMG)
	Chris Danielson (LS)	Waleed Al-Rawashdeh (Math)
	Christopher Gammons (GeoE)	Jack Skinner (GenE)
	Katie Hailer (Chem)	Susan Vuke, (MBMG)
	Michael Masters (LS)	Amy Kuenzi (Bio)
	Hilary Risser (Math)	Suzan Gazioglu (Stat)
	Xiaobing Zhou (GeoPE)	Richard Rossi (Stat)
	Jerry Downey (Met)	
	Bryce Hill (EE)	
	Larry Hunter (GenE)	
	Bruce Madigan (GenE)	
	Sudhakara Vadiraja (Met)	
	Dennis Noel (T&T)	
	John Amtmann (SHIH)	
	Waleed Al-Rawashdeh (Math)	
	Martha Apple (Bio)	
	Theresa Stack (SHIH)	
	Roger Jensen (SHIH)	
	Janet Coe (Nur)	
	Mary MacLaughlin (GeoE)	
	Scott Rosenthal (Min)	
	Jack Skinner (GenE)	

V. Scholars Community

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- Dealing with federal compliance
- Establishing peer-partners for support (peer reviews, check-ins, accountability in deadlines, writing, and progress)
- Five-minute presentations of Research Programs
- Peer-lead Grant education (budgets, applications, finding collaborators)
- Setting up space/labs/lab groups