

# Faculty Senate Minutes

9/10/2019

4:00-5:00 pm

Mill 201

Present: Charie Faight (Chair), Phil Curtiss, Atish Mitra, John Ray, Vickie Petritz, Jackie Timmer, Anton Patrick, Mohamed Khalil, Stella Capoccia, Rita Spear, Ulana Holtz, Peter Lucon, John Garic (guest), Karen Wesenberg, Matt Donnelly, Courtney Young, Mary North-Abbott, Larry Smith.

- I. Welcome and Minutes (<https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html>)

Quorum @4:00pm. Minutes of April 25, April 30 and August 22, 2019 were presented for approval. **Motion to approve (with corrections to minor typo on April 25 minutes) and seconded. PASSED.** Dr. John Garic introduced a survey on parking on campus (to be filled up by senators) – senators filled up the survey.

## Action Items

- II. CRC Approval- PTC option in Interdisciplinary Arts and Sciences (see attached)  
A senator asked whether CRC decisions from spring (that did not go thru senate) are retained over summer. There was also concern whether the number of credits for PTC option adds up to the correct number. Motion to approve and seconded. After a discussion, there was a modified motion - to approve, subject to Leslie Dickerson confirming that the proposal has correct no of credits. Question from senator: PTC is in moratorium, so is this PTC option to be a minor? (Answer from Chair - No). There was a concern from multiple senators if the department (Liberal Studies) is capable of offering all these required courses for PTC option, now that PTC is a part of liberal studies, and with the loss of faculty in the department. Suggestion from Senator: maybe we should give a chance to Dean Gammon/someone from PTC/ CRC chair to address these concerns before voting on it; suggestion was supported by several senators. **Move to table to next meeting, and Seconded. PASSED.**

## Informational Items

- III. Career Services Information  
Announcement by Chair on career fair and welcome social at Chancellor's residence (see attached email)
- IV. International Student Assistance Committee Report  
Announcement by Chair on progress of committee (see attachment)

## Discussion Items

- V. Activities and priorities for the upcoming year
  - a. Curriculum approval process  
Discussion by Chair on some issues with the existing process at CRC, and changes in leadership of CRC. The Senate Chair met with the new chair of CRC and Leslie Dickerson so that CRC process is made more streamlined and transparent. Suggestion from senator: naming and classification of types of proposals (such as: new course vs changes in existing course) should be standardized and there should be written procedure about signature sequences. Suggestion from Senator: The procedure of email chain thru sequence of signatures – process should be improved for quick traceability. Chair: investigating an electronic signature process. Comment by senator: there should be a written procedure about signature sequence. Comment by Senator: the deadline for CRC proposals should be strict.

- b. Campus Committee Assessment  
Dr. Courtney Young reported that he had turned over some relevant documents to previous chair (Dr. Scott Risser), and will check with him and report back next time.
- c. Teaching Community  
No report.
- d. Research Mentors  
No report
- e. Other  
No other topic.

VI. Other Items

- a. Parking Survey- John Garic  
Done at the beginning of meeting.
- b. Board of Regents Discussion Items- CLOSED SESSION
- c. Faculty Accommodation  
Postponed
- d. Continuing Low enrollments  
Concern from multiple senators about low enrollment. Suggestion from senator for administration to come to senate and give more information about the ongoing proposals to improve recruiting and retention. Chair will invite Deans/Dr. Carrie Vath to the senate to talk about it.

Motion to adjourn, seconded.

# MontanaTech

(Curriculum Change Request Form Dated 2 Feb 2017)

**Protocol:** The department requesting curriculum change holds a discussion at the departmental level, and if agreed upon by the department head, discuss with the Dean for approval. Forward the completed form along with supporting information to the CRC chair after approval from the department head, dean, and graduate council if necessary. The registrar then makes final changes after faculty senate approval.  
Guidance: <https://www.umt.edu/provost/faculty/curriculum/default.php>.

**Date** April 16, 2019

**Dept.** Professional & Technical Communication (PTC)

**Program:** Bachelor of Science in PTC

**College** CLSPS

**CRC Representative:** Chad Okrusch

**Description of Request/Summary:** As a result of the Program Prioritization process the BS in PTC, the MS in TC, and the PTC minor have been put into moratorium. Two tenured PTC faculty--Drs. Munday & Okrusch--have moved to the Liberal Studies Department. Upon the advice of the Dean of the CLSPS, and with the approval of the Liberal Studies Department (Friday April 12, 2019), we propose creating a PTC option within the existing Interdisciplinary Arts & Sciences (IAS) degree framework.

**Current Course Program Information:** N/A

## Proposed Change

<u>Course # Name</u>	<u>Credits</u>	<u>Pre-req.</u>
See attached IAS: PTC Option curriculum worksheet		
Please note that the IAS: PTC Option was designed to use the IAS Core completely, and to integrate courses that Drs. Munday and Okrusch teach, in addition to leveraging courses already taught by Liberal Studies faculty, Drs. John and Roberta Ray, in particular. We are proposing no new courses.		

## List of supporting documentation attached

See attached IAS: PTC Option curriculum worksheet

## Assessment Leading to Request

The request is being made due to the Program Prioritization process, which includes final recommendations regarding the elimination of the PTC department and associated BS, MS, Certificates, and Minor.

## Anticipated Impacts to "Other" Programs

I spoke with Michele Van Dyne, Department Head for Computer Science and Software Engineering regarding impacts to their programs. The Computer Science (CS) and Software Engineering (SE) BS degrees have included a number of PTC's courses within their curricular offerings. In particular, the Game Development focus includes: *New Media 1&2*, *Game Design*, & *Usability Testing*. The Technical Communication focus area includes: *Digital Video Production*, *New Media 1&2*, and *History of Technology, Communication, and Culture*. **Of these, *New Media 1&2*, and *Digital Video Production* will no longer be offered.** Dr. Okrusch may teach *Usability Testing* and Dr. Munday may teach *History of Technology, Communication, and Culture* schedules permitting. **Dr. Southergill has developed and taught *Game Design*, but he has been moved to the Writing Program fulltime so we cannot guarantee it will remain a viable offering.**

I spoke with Tim Kober, Department Head for Business and Information Technology. They have included two courses from our offerings in their curriculum: Introduction to Desktop Publishing and Introduction to Web Page Design. We have included these courses in our IAS: PTC option framework.

## Impact on Library

No consultation required as no new courses are being proposed.

# MontanaTech

(Curriculum Change Request Form Dated 2 Feb 2017)

## Date to take Effect

AY 2019-20 (August 2019)

## LEVEL of Request

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

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

- Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
- Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
- 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
- New degree certification of 29 credits or less
- Other:

*Campus Approvals (must be approved by the VCAA prior to CRC submission):*

- Placing a postsecondary educational program into moratorium
- Withdrawing a postsecondary educational program from moratorium
- Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
- Establishing a B.A.S./A.A./A.S. area of study
- Offering an existing postsecondary educational program via distance or online delivery
- Other:

*OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):*

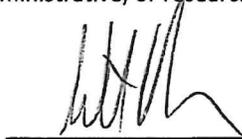
- Re-titling an existing postsecondary educational program
- Terminating an existing postsecondary educational program
- Consolidating existing postsecondary educational programs
- Establishing a new minor where there is a major or an option in a major
- Revising a postsecondary educational program
- Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
- Other:

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

- Establishing a new postsecondary educational program
- Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
- Forming, eliminating or consolidating an academic, administrative, or research unit
- Re-titling an academic, administrative, or research unit
- Other:

## APPROVALS

Department Head Approval



Date

4/17/19

Dean Approval



Date

4/17/19

VCAAR Approval (see above)

Date

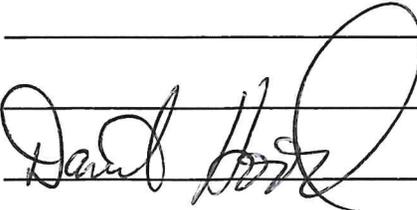
Chancellor Approval (see above)

Date

Graduate Council Approval

Date

CRC Approval



Date

9/5/19

Faculty Senate Approval

Date

# Proposed I.A.S. // PTC Option

## WRITTEN COMMUNICATION (6 Credits)

Choose 1

- WRIT 101 - College Writing I
- WRIT 121 - Intro to Tech Writing
- WRIT 122 - Intro to Business Writing
- WRIT 201 - College Writing II

Choose 1

- WRIT 321 - Advanced Technical Writing
- WRIT 322 - Advanced Business Writing
- WRIT 325 - Writing in the Sciences
- WRIT 350 - Technical Editing

## SPEECH COMMUNICATION (3 Credits)

- COMX 111 - Introduction to Public Speaking
- COMX 112 - Advanced Public Speaking
- COMX 230 - Presenting Technical Information

## LITERATURE & THE ARTS (6 Credits)

Choose 1

- FILM 103 - Introduction to Film
- LIT 112 - Introduction to Fiction
- LIT 126 - Introduction to Poetry & Drama
- LIT 210 - American Literature I
- LIT 211 - American Literature II
- LIT 223 - British Literature I
- LIT 224 - British Literature II
- LIT 231 - Ancient to Ren World Literature

Required  LIT 330W - Literature & the Environment

## HISTORY (6 Credits)

Choose 2

- HSTA 101 - American History I
- HSTA 102 - American History II

## HUMAN SCIENCES (6 Credits)

Choose 1

- ANTY 101 - Anthropology & the Human Experience
- PSYX 100 - Introduction to Psychology

Choose 1

- ANTY 315 - Forensic Anthropology
- ANTY 329 - Culture, Change, and Global Development
- PSYX 340 - Abnormal Psychology
- PSYX 360W - Social Psychology

## PHILOSOPHY & POLITICAL THOUGHT (6 Credits)

Choose 1

- PHL 110 - Problems of Good & Evil
- PSCI 101 - Introduction to Political Science
- PSCI 210 - Introduction to American Government
- PSCI 250 - Introduction to Political Theory

Choose 1

- PHL 360 - History of Philosophy
- PHL 362 - History of Philosophy: Modern
- PSCI 438 - International Relations
- PSCI 465 - Public Administration & Policy

## QUANTITATIVE REASONING

Choose 3 or more M or STAT courses from GENED list

## FOUNDATIONS OF SCIENCE

Choose 3 or more approved science courses from GENED list, 1 w/lab

## OPTION IN PTC

### WRITING (9 Credits)

Choose 1

- JNRL 272 - News Writing & Reporting
- WRIT 201 - College Writing II

Choose 2

- WRIT 325W - Writing in the Sciences
- WRIT 326W - Advanced Writing
- WRIT 350W - Technical Editing

### DESIGN & PRODUCTION (9 Credits)

Choose 3

- COMX140 - Introduction to Visual Rhetoric
- PHOT154 - Exploring Digital Photography
- COMX338 - Usability Testing
- COMX348 - Introduction to Desktop Publishing
- MART341 - Introduction to Web Design

### COMMUNICATION HISTORY & CONTEXT (6 Credits)

Choose 1

- HSTR 207 - Science & Technology in World History
- COMX 442W - History, Technology, & Communication

### COMMUNICATION THEORY & PRACTICE (6 Credits)

Choose 1

- COMX 310 - Group Dynamics Theory & Practice
- COMX 342 - Advanced Argumentation
- COMX 400 - Communication Theory
- COMX 441W - Rhetorical Theories & Criticism in Communication

Required  COMX 415 - Intercultural Communication

### CAPSTONE (6 Credits)

- COMX 498 - Internship
- COMX 499W - Thesis/Capstone



2018-2019 Catalog [ARCHIVED CATALOG]

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## Interdisciplinary Arts and Sciences, B.S.

[Return to: College of Letters, Sciences and Professional Studies](#)

### Written Communication (6 credits)

#### Select 3 credits

- [WRIT 101 - College Writing I](#) 3 credits
- [WRIT 121 - Introduction To Technical Writing](#) 3 credits
- [WRIT 122 - Introduction to Business Writing](#) 3 credits
- [WRIT 201 - College Writing II](#) 3 credits

#### Select 3 credits

- [WRIT 321W - Advanced Technical Writing](#) 3 credits
- [WRIT 322W - Advanced Business Writing](#) 3 credits
- [WRIT 325W - Writing in the Sciences](#) 3 credits
- [WRIT 350W - Technical Editing](#) 3 credits

### Speech Communications (6 credits)

#### Select 3 credits

College of Letters,  
Sciences and  
Professional Studies

Highlands College

School of Mines and  
Engineering

Graduate School

Additional Programs

General Course  
Information

Course Descriptions

Official Directory

My Portfolio

- [COMX 211 - Advanced Public Speaking](#) 3 credits
- [COMX 230 - Presenting Technical Information](#) 3 credits

### Select 3 credits

- [COMX 310 - Group Dynamics Theory and Practice](#) 3 credits
- [COMX 314W - Business and Professional Speaking](#) 3 credits
- [COMX 317W - Interpersonal Communication Theory and Practice](#) 3 credits
- [COMM 4216 - Public Relations Practice & Management](#) 3 credits
- [COMX 400 - Communication Theory](#) 3 credits
- [COMX 415 - Intercultural Communication](#) 3 credits

## Literature and the Arts (6 credits)

### Select 3 credits

- [FILM 103 - Introduction to Film](#) 3 credits
- [LIT 112 - Introduction To Fiction](#) 3 credits
- [LIT 126 - Introduction to Poetry and Drama](#) 3 credits
- [LIT 210 - American Literature I](#) 3 credits
- [LIT 211 - American Literature II](#) 3 credits
- [LIT 223 - British Literature I](#) 3 credits
- [LIT 224 - British Literature II](#) 3 credits
- [LIT 231 - Ancient to Ren World Literature](#) 3 credits
- [LIT 232 - Modern World Literature](#) 3 credits

### Select 3 credits

- [LIT 373W - Literature and the Environment](#) 3 credits

## History (6 credits)

### Required

- [HSTA 101 - American History I](#) 3 credits
- [HSTA 102 - American History II](#) 3 credits

## Human Sciences (6 credits)

### Select 3 credits

- [ANTY 101 - Anthropology & the Human Experience](#) 3 credits
- [PSYX 100 - Introduction to Psychology](#) 3 credits

### Select 3 credits

- [ANTY 315 - Forensic Anthropology](#) 3 credits
- [ANTY 329 - Culture Change and Global Development](#) 3 credits
- [PSYX 340 - Abnormal Psychology](#) 3 credits

## Philosophy and Political Thought (6 credits)

### Select 3 credits

- PHL 101 - Reason & Reality: Introduction to Philosophy 3 credits
- PHL 110 - Problems of Good & Evil: Introduction to Ethics 3 credits
- PSCI 101 - Introduction To Political Science 3 credits
- PSCI 210 - Introduction to American Government 3 credits
- PSCI 250 - Introduction to Political Theory 3 credits

### Select 3 credits

- PHL 360 - History of Philosophy 3 credits
- PHL 362 - History of Philosophy: Modern 3 credits
- PSCI 438 - International Relations 3 credits
- PSCI 465 - Public Administration & Policy 3 credits

## Quantitative Reasoning

Choose 3 or more courses from the General Education Requirements or approved M or STAT courses

## Foundations of Science

Must have at least one laboratory course.

Choose 3 or more courses from the General Education Requirements or approved Science courses.

## Career Planning

## Concentrations in Interdisciplinary Arts and Sciences (36+ credits)

- Concentrations require a minimum of 36 credit hours.
- No more than 21 credits may be taken in a single discipline.
- The concentration must include 21 credits of 300 or 400-level courses.
- Students must submit an Interdisciplinary Concentration Proposal Form upon the completion of LS 1006. If approved by the IAS faculty, the student may proceed with the curriculum.

## Capstone

- L.S. 4916 - Internship (at least 3 credits) **OR** L.S. 4986 - Undergraduate Research (at least 3 credits)
- L.S. 4956 - Special Topics (1 or more credits)

## Minimum Credits for a B.S. degree in Interdisciplinary Arts and Sciences: 120

The remaining courses required to achieve 120 credits are free electives.

**From:** [Raymond, Sarah](#)  
**To:** [Faight, Charie](#)  
**Subject:** RE: Faculty Senate Announcement  
**Date:** Monday, September 9, 2019 7:17:50 PM  
**Attachments:** [Career Fair flyer.png](#)

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If you can help promote the following key things, that would be helpful.

- All faculty and staff are invited to the Welcome Social at the Chancellor's Residence – September 17<sup>th</sup> from 4:30-6 pm (please RSVP to [SRaymond@mtech.edu](mailto:SRaymond@mtech.edu))
- Career Fair will be EPIC!! – 115 companies have registered (and there is a waiting list)
- Many companies are conducting interview on 2<sup>nd</sup> Day, Thursday, September 19<sup>th</sup>
- Please encourage students to register for Speed Information Sessions, the Career Fair and to be researching companies (using DR 2.0 or the Career Fair + app)

I am sure that there are more things, but this would be helpful! Please let me know if you have questions.

Sincerely,  
Sarah

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**From:** Faight, Charie  
**Sent:** Monday, September 9, 2019 2:54 PM  
**To:** Raymond, Sarah <[SRaymond@mtech.edu](mailto:SRaymond@mtech.edu)>  
**Subject:** Faculty Senate Announcement

Sarah-

Per my voice mail message and our conversation on Friday, I am looking to see if you have information/educational materials that I can present at the next faculty senate meeting, which is tomorrow (Tuesday) from 4-5, location to be determined.

Thanks!

Charie Faight, PhD, MHA  
Associate Professor, HCI Program Manager  
Business IT, Health Information Technology  
ELC 323

**Montana Tech**

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(406) 496-4884

[CFaight@mtech.edu](mailto:CFaight@mtech.edu)



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## Janet Cornish, Writing Program Adjunct Instructor

954 Caledonia Street, Butte, MT 59701-9002

**TO:** Dr. Charie Faught, Chair, Faculty Senate  
**FROM:** Janet Cornish *je*  
**RE:** Montana Tech International Student Assistance Committee  
Report to the Faculty Senate/Final Membership Roster  
**DATE:** September 9<sup>th</sup>, 2019

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The Montana Tech International Student Assistance Committee (MISAC) held its first meeting on Thursday, September 5<sup>th</sup>, 2019. (A list of our members can be found at the conclusion of this memo.) After a discussion of the various issues and challenges related to language skills, academic integrity and inclusiveness, we identified some immediate tasks that the committee will undertake in its first year. These are as follows:

1. Academic Honesty

- a. Dawn Atkinson, Writing Program Director, has offered to present two workshops:
  - i. The first, "Managing Risk for Different Assessment Types and Other Academic Integrity Issues", will be presented at the October MISAC meeting.
  - ii. The second, a general presentation on academic integrity will be presented at a later date.
- b. Luke Buckley and Ulana Holtz have offered to prepare a standard for research citations/academic honesty, to help answer the questions, "What is the norm?" and "How can we increase clarity for faculty and students?"

2. Services Delivery

- a. David Gilkey will speak with Carrie Vath about ideas to increase awareness and use of resources available to international students including:
  - i. Encouraging faculty members to provide accommodation for EAL students
  - ii. Developing strategies that provide incentives to students who take advantage of services.

3. Language Skills

# Memo

OFFICE PHONE  
406-723-7993

MOBILE  
406-491-7993

EMAIL  
jcornish@mtech.edu



- a. The committee will learn more about the various organizational styles that various cultures/nationalities use to structure documents, through an in-house program, which will feature members of our committee who are from different cultures.
- b. We will advocate for a dedicated language assistance program at Montana Tech. This may include:
  - i. A co-requisite approach that would pair remedial/EAL (English as an Additional Language) classes with college level courses
  - ii. A dedicated EAL instructor to work with our international students on an ongoing basis

### **MISAC – Roster, as of September 5th, 2019**

#### Chair

Janet Cornish, Adjunct Faculty, Writing Program  
954 Caledonia Street, Butte, 406-723-7993, [jcornish@mtech.edu](mailto:jcornish@mtech.edu)

#### Members

Akua Oppong-Anane, Assistant Professor, Director of Freshman Engineering  
Main 202, 406-496-4612, [aopponganane@mtech.edu](mailto:aopponganane@mtech.edu)

Dawn Atkinson, Director, Writing Program  
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Luke Buckley, Associate Professor, MBMG Research  
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Stacey Corbitt, Instructor I, Writing Program  
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Cheyenne Crooker, Administrative Associate II, PTC | Liberal Studies | Writing  
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Philip Curtiss, Assistant and Research Professor, Computer Science  
Museum 105, 406-496-4807, [pcurtiss@mtech.edu](mailto:pcurtiss@mtech.edu)

David P. Gilkey, Associate Professor, Department of Safety, Health and Industrial Hygiene



S&E 315, 406-496-4895, [dgilkey@mtech.edu](mailto:dgilkey@mtech.edu)

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Liping Jiang, Assistant Professor, Civil Engineering, General Engineering  
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Mustafa Jubbar, Student, [mjubbar@mtech.edu](mailto:mjubbar@mtech.edu)

Margie Pascoe, Director, International Student Services  
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Taryn Quale, Director, Academic Center for Excellence  
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Carrie Vath, Associate Vice-Chancellor Enrollment Management/Dean of Students  
Engineering 101A, 406-496-4198, [cvath@mtech.edu](mailto:cvath@mtech.edu)

Miriam Young, Associate Professor of Nursing  
Health Sciences, 406-496-4398, [myoung@mtech.edu](mailto:myoung@mtech.edu)