Faculty Senate Minutes
11/05/2019
4:00-5:00 pm
Mill 201

Present: Charie Faught (Chair), Atish Mitra, Stella Capoccia, Peter Lucon, Matt Donnelly, Miriam Young, Dean Steve Gammon, Dean David Gurchiek, Larry Smith, Laura Young, Dan Autenrieth, Katherine Zodrow, Tony Patrick, Ulana Holtz, Courtney Young, Chad Okrusch, John Ray, Mary North-Abbott, Scott Risser, Provost Doug Abbott, Chancellor Les Cook.

I.   Welcome and Minutes (https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html)
        Quorum @ 4:00 pm.

Approvals for October 24, 2019 minutes. Chair presented the minutes and a modified version of the minutes following comments from Dean Gurchiek.

Motion to approve the modified version, and seconded. **PASSED.**

Clarifications from Chair about senate meeting participation: any faculty can attend meeting, but only senators can vote.

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

II.   None at this time

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

III.   Request for help in selecting CLSPS nominees for the Collegiate Evaluation Committee (see below for requirements).

        Chair: requested eligible faculty to volunteer. Scott Risser: faculty need to participate in this important part of shared governance, and should request eligible colleagues (full professors) in their respective departments to volunteer.

IV.   Request to help communicate/identify a faculty member who would be interested in serving on the NWCCU accreditation core group. This person would attend a training session in November and engage in assembling the report due this spring. There is a possibility that some adjustment could be made to the teaching load of the person who takes on this role.

        Chair: requested faculty to volunteer

<div style="background:black; color:white; text-align:right">**Discussion Items**</div>

V.   Activities and priorities for the upcoming year
        a. Campus Committee Assessment

        Courtney Young and Chad Okrusch presented a powerpoint presentation and excel file summarizing the findings of the sub-committee consisting of Courtney Young, Chad Okrusch, and Scott Risser (see attached). The presentation summarizes the present state of the existing committees on campus. The subcommittee noted that several committees are either dormant or non-functional. Comments from senators: some committees were started by interested faculty, but later became non-functional. Several committees can be either merged or discontinued. Much of the impetus for some committees came from UM, but now that we are on our own we have to reassess. How is the CEC formed? (Dean

Gammon: In case there are more candidates than positions, Deans hold election). Request from senator: The subcommittee is requested to make comprehensive recommendations about streamlining the committee structure. Chair: will talk to staff senate and get their input on relevant committees.

Courtney Young: the subcommittee will discuss and will present a comprehensive set of recommendations.

b. Other
   i. Technical Report Series
      No discussion. Phil Curtiss will present at a future meeting.
   ii. Faculty Yearbook
      No discussion. Phil Curtiss will present at a future meeting.
   iii. Workload (see below for requirements)

   Chair: Deans will present at a future meeting.
   Senator: workload naturally varies across campus by departments. Comment from senator: nursing department has a disproportionately large advising load, and high teaching loads, with separate times for testing (4 hours computerized testing). This leaves little time for research. Senator: in case some workloads seem unfair, those department heads should meet with deans and propose changes. Senator: Are the deans willing to reassess departmental standards? Dean Gammon: the provost, in consultation with deans, finalizes departmental standards. Senator: It is not realistic to try to make departmental workloads the same across all departments. We can try to quantify parts of the workload - such as service. Question from senator about workload of faculty without terminal degree. Senator: some departments have faculty of practice without terminal degree. Provost: the previous Chancellor had strong feelings about the importance of faculty having terminal degree.

   Chair: Deans will address this issue in a future meeting.

   iv. Lack of food services at Highlands
      Chair: Concern from students and faculty on this. Provost: Pepsi ("MiniMart") will provide a basic service (sandwiches etc.) Students can have schedule change adjustments so that they can come to North Campus to eat breakfast etc. Maybe give out vouchers for local restaurants? A six-figure deficit was removed in part by removing south campus dining. Dean Gurchiek: received calls from dissatisfied parents about this issue – so this issue should be resolved as soon as possible.

      Chair: This issue will be on top of the list in next meeting's agenda.

c. Scheduling Full Faculty Meeting
   Chair: IT helpdesk trying to get dates convenient to most faculty. Suggested dates from senators: Monday week of thanksgiving (Nov25th) or Thursday afternoon after thanksgiving week (5th Dec). Suggested times - 4:30pm or 3:30pm.

VI. Other Items
   a. Leadership and Experience Development (LEAD) Initiative Update
      No discussion
   b. Discuss what constitutes an action item, etc. on faculty senate agenda
      No discussion
      Motion to adjourn @5:10pm, and seconded.

Request for help in selecting CLSPS nominees for the Collegiate Evaluation Committee (see below for requirements).

The following information is from the Montana Tech Faculty Staff Handbook:

Collegiate Evaluation Committee

Representation on the Committee

A Collegiate Evaluation Committee, comprised of full-time, tenured, full professors and representative of each School/College, will be established each academic year. Each School/College Dean will arrange for the election of two representatives from his/her School/College no later than October 1 and report the name of the representative to the Provost/VCAA. In addition, each faculty member being evaluated may select a tenured faculty representative as a voting member of this committee. (This person need NOT be a full professor.) Representation of the one additional member, therefore, may differ with each case being evaluated.

Deans, Department Heads and members of the Academic Freedom and Tenure Committee or of the Grievance Committee, who might hear promotion and tenure appeals or grievance cases, are not eligible for this service. The Provost will call the first meeting (only) for the committee to elect its chair on or before November 15th.

Tasks of the Committee

Following the review of the portfolio of the person seeking promotion or tenure (or both), or persons midway towards tenure by that individual's department and Dean, the Collegiate Evaluation Committee including the designated faculty representative will examine individual portfolios and will meet to discuss the materials. Those being evaluated will not be present, but the committee may choose to solicit further information or clarification of information from the individual or his/her colleagues. Ultimately, the committee will write a positive, negative or qualified recommendation to accompany each portfolio under consideration. That packet will then be carried to the Provost for consideration and for the continuation of the evaluation process. This committee will not rank or prioritize portfolios being reviewed.

Workload Requirements (Faculty Staff Handbook and CBA):

- Faculty Staff Handbook
    - Assigning teaching duties equitably to the department's faculty in such a manner as to take the greatest advantage of their individual expertise, interests and abilities;
    - Scheduling of classes and the arrangement of the teaching schedule in a manner that avoids intra and inter-department conflicts between required courses and allows faculty adequate time blocks to prepare for instruction, carry out research and serve the Institution and the community.
    - The Department Head, in consultation with the faculty of the department, is responsible for the continuing development of the curriculum and for its oversight. If it is individually accredited by an organization such as ABET, the Department Head is responsible for maintaining accreditation of the department's degree program. The Department Head is normally expected to carry two-thirds of the teaching load assigned to faculty in the department.
- CBA
  21.100 WORKLOAD ASSIGNMENT

  Department Heads are responsible for assigning faculty workload, subject to the approval of the Dean and P/VCAA. The instructional portion of the workload shall be that deemed sufficient to meet programmatic needs as determined by the Department Head and Dean in consultation with department faculty.

  While it is not expected that the teaching portion of workloads be identical within and among departments, assignments will be made relative to the total activity of faculty including research, scholarship, creative activity, service and administrative duties. When assigning a faculty member's workload, the Department Head may take into consideration such activities as listed below and make adjustments as deemed necessary:

  1. Contact hours 2. Unfunded or funded research 3. Funded research buyouts 4. Advising responsibilities 5. Labor intensive committee assignments 6. Large student credit hour loads 7. Department Head 8. Additional administrative assignments

  The above list is not intended to be all inclusive and the Dean or Department Head may make adjustments for additional activities as deemed appropriate. Normally, a full-time faculty member's teaching load shall not be reduced to less than 12 credits per year.

  Members of the faculty shall post office hours during which they shall be available to students.

Committee Committee Report

Faculty Senate | November 5, 2019

Courtney's Notes

- There are currently 47 committees. Of these, 36 are described in the FSHB in Appendix A
- The space committee was inadvertently left off
- The latest version of the FSHB that can be found on the MT Tech website is 2017 so current version needs to be made accessible
- Previous versions should be archived and labeled by year
- Most committees are not Faculty/Staff Committees only based on who they report to, who the member are, etc.
- The type of committee (Admin, Faculty, Shared, Staff) should be reflected in future FSHBs.
- Some committees should be modified, eliminated or merged as recommended below
- Some committees could be run by student clubs either volunteer or paid with an appropriate advisor

Academic Freedom & Tenure

Academic Standards

Advising & Retention Efforts (CARE)

Athletic

Behavioral Intervention Team

Benefits (Inter-Unit)

Bookstore Advisory Board

Campus Access

Campus Landscape

Collegiate Evaluation

Computer and Telecommunications Advisory

Cultural Events

Curriculum Review

Diversity & Inclusivity

Educational Outreach Advisory

eLearning Advisory

Employee Recognition

Faculty Advisory for CR&M

Faculty Service

Financial Aid Appeals

Financial Education Advisory

General Education Review

Graduate Council

Grievance

Instructional Improvement

Library

Merit Award

Moodle

Motor Pool

National Student Awards

Parking Appeal

Recycling

Research Advisory

Safety & Health

Scholarship

Staff Senate

Strategic Planning

Student Disciplinary Appeals

Student Union Advisory

Student Wellness

Sustainability

Traffic & Parking

Undergraduate Research

Veterans Task Force

WEB Guidance

Wellness Champions

Writing

All committees - 47

Academic Freedom & Tenure

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Curriculum Review

Diversity & Inclusivity

Educational Outreach Advisory

eLearning Advisory

Employee Recognition

Faculty Advisory for CR&M

Faculty Service

Financial Aid Appeals

Financial Education Advisory

General Education Review

Graduate Council

Grievance

Instructional Improvement

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Student Wellness

Sustainability

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Wellness Champions

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Not LISTED IN FSHB - 10

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Student Disciplinary Appeals

Student Union Advisory

Student Wellness

Sustainability

Traffic & Parking

Undergraduate Research

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WEB Guidance

Wellness Champions

Writing

Administrative - 26

Academic Freedom & Tenure	Employee Recognition	Research Advisory
Academic Standards	Faculty Advisory for CR&M	Safety & Health
Advising & Retention Efforts (CARE)	Faculty Service	Scholarship
Athletic	Financial Aid Appeals	Staff Senate
Behavioral Intervention Team	Financial Education Advisory	Strategic Planning
Benefits (Inter-Unit)	General Education Review	Student Disciplinary Appeals
Bookstore Advisory Board	Graduate Council	Student Union Advisory
Campus Access	Grievance	Student Wellness
Campus Landscape	Instructional Improvement	Sustainability
Collegiate Evaluation	Library	Traffic & Parking
Computer and Telecommunications Advisory	Merit Award	Undergraduate Research
Cultural Events	Moodle	Veterans Task Force
Curriculum Review	Motor Pool	WEB Guidance
Diversity & Inclusivity	National Student Awards	Wellness Champions
Educational Outreach Advisory	Parking Appeal	Writing
eLearning Advisory	Recycling	

FACULTY - 9

Academic Freedom & Tenure

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WEB Guidance

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Shared - 11

Academic Freedom & Tenure	Employee Recognition	Research Advisory
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Advising & Retention Efforts (CARE)	Faculty Service	Scholarship
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Admin faculty shared

KEEP AS IS?

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ELIMINATE?

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DEVELOP CHARGE?

Admin shared

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