

## ACADEMIC SENATE MINUTES


**DATE:** October 9, 2014

**PRESENT:** Tom Dell  
A.J. Otjen  
Francisco Saldivar  
Andrew Sullivan  
Kelly Shumway  
Bruce Brumley  
Diane Duin (ex-officio)  
Rita Kratky (ex-officio)

Patricia Vettel-Becker  
Cindy Dell  
James Barron  
Debra Johnson  
Paul Pope  
Daniel Barnhart (student)  
C. Shearer-Cremean (ex-officio)

**ABSENT:** Susan Gilbertz\*  
Barbara Wheeling (ex-officio)\*  
Mark Pagano (ex-officio)  
Terrie Iverson (ex-officio)

Mary Susan Fishbaugh (ex-officio)  
Matt Redinger (ex-officio)\*  
Joe Oravec (ex-officio)

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**GUESTS:** Mark Nook  
Michael Barber

Brenda Dockery

**PRESIDING:** Bruce Brumley, Chair

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Bruce Brumley called the meeting to order at 3:42 p.m. in Chancellor's Conference Room.

The minutes of September 25 were accepted as presented.

### I. CHANCELLOR REPORT

Mark Nook reported that the University Budget Committee is up and working on the FY15 budget. We have a shortfall of about \$1 million, but we can almost cut that in half with our enrollment reserve. After the FY15 budget is cut down, we will get started on the FY16 budget.







## **Completion of Senate Subcommittee for**

### **Review of Forms: Assign a Subcommittee**

- Curriculum Proposals and Department Chair/Program Director/Program Coordinator Signatures
- Teacher Education and the College of Arts & Sciences

### **Policy on Seminars/Workshops: Assign a Subcommittee**

- The "three times offered" rule
- Terminology confusion

### **Subcommittee members:**

Patricia Vettel Becker  
Kelly Shumway  
Francisco Saldivar

Jim Barron  
Cindy Dell

The senate subcommittee met on Friday October 3<sup>rd</sup> to work on the preceding issues. The following are the results:

### **Review of Forms:**

#### **Curriculum Proposals and Department Chair/Program Director/Program Coordinator Signatures.**

The Subcommittee determined that the forms should not change, since the forms reflect the process for the approval of curricular changes. The subcommittee agreed that no curricular items should go forward if they do not originate with a Faculty Member and are recommended by a Department Chairperson.

It was noted that there were three programs that were not housed in a department: Nursing, Developmental Education and Health Administration. Both Nursing and Developmental Education have now been organized into either an existing department (as in the case of Nursing) or a department was created (as in the case of Developmental Education).

To that end, the Senate Subcommittee would like a recommendation to come from the Academic Senate to the Provost that the Health Administration program be moved into a department with a Department Chairperson. The program itself has no fulltime faculty members and no department chair...only a program director, which is an administrative position.

#### **Teacher Education and the College of Arts & Sciences**

The Subcommittee reviewed the Curricular forms and recommends that the Teacher Education Curriculum Committee continue to review and make

commends that two additional signature lines be added to the forms to  
ees as appropriate.

### **Policy on Seminars/Workshops**

### **The “three times offered” rule**

The subcommittee has the following recommendation for consideration by the full Academic Senate:  
If a seminar/workshop is offered more than three times under the same name over a five-year period, the course must be submitted as a new course to be approved through the normal process of curriculum review.

### **Terminology confusion**

The subcommittee believes there is not confusion on the terminology of workshop and seminar. It was noted that each department uses the workshop and seminar in unique ways, and that the departments should be able to designate which format a class is offered in the title of the class...either as a workshop or as a seminar.

### **Other Business**

The subcommittee also discussed overall Academic Senate Policies and Resolutions and recommends that each senator be given copies of the Policies and Resolutions for the Academic Senate found at <http://www.msubillings.edu/senate/Policies/policies.htm> so that each is familiar with them.