

Academic Senate
September 13, 2011
4:00pm
Brockmann Center Conference Room

Members Present – Lanny Wilke, Lorren Schlotfeldt, Janet Trethewey, Mary Pappas, Stacey Dolezal, Greg Clouse, Provost Rosalyn Templeton, Larry Strizich, Steven Don, Curtis Smeby, Katherine Williams

Guest – Ligia Arango, Amy Bryant, Barb Zuck

- I. Call to Order – Lanny called the meeting to order at 4:07 pm in the Brockmann Center Conference Room
- II. Minutes – Clarification is needed on #III under new business. Greg motion to approved, Steven 2nd. The minutes from April 28, 2011 are approved with changes.
- III. Administrative Reports
 - a. Chancellor – Chancellor Search Timeline - The search committee is currently accepting applicants. The cutoff for them will be September 19th. The next meeting to review the applicants will be September 26th. We hope to have 3-5 candidates on campus November 7th and have a selection in December.
 - b. Chancellor Callahan informed the committee that enrollment is down to 1290 as of today.
- IV. Old Business – None
- V. New Business –
- VI. Committees –
 - a. Meetings that deal with specific student information can still be recorded as long as there is not any personal information in the notes. The approved minutes will be linked to the senate website. The membership for the senate and sub-committees will be listed on Senate page on the University website.
 - b. Agendas – according to the open meeting law, meeting agendas and notice of meeting time and place need to be published three days prior to the date of the meeting on the University website.
 - c. Minutes – please try to post meeting minutes within a few days of the meeting. The draft form should be sent to the committee members for a vote to approve. The approved minutes should be forwarded to those individuals listed in the Senate bylaws and will then be published on the website.
 - d. Controversial Topics – How should be handle controversial topics in meetings. The President suggested the recorder should send an explanation of their

decisions with the meeting minutes in order to prevent confusion in other committees.

- e. Reports
 - i. IRFD – The committee thought it would be a good idea for the entire faculty to volunteer for CITI Training. The training takes about eight hours. Janet will send out the memo with corrections. The certifications will go to the Provost’s Office. It was decided that the memo will come back to the Senate for a vote. The vote will be sent via email.
 - ii. Admissions & Standards – the committee has met twice so far. They have quite a case load. Alisha is the recorder.
 - iii. Graduate Council – Amy is the recorder for the committee. There are graduate issues that go to Admissions and Standards and other committees. Should those committees have graduate council representation? Any suggestions? Does there need to be a formal proposal? It was agreed that such committees should have faculty advisors present at the meeting for input only. Curtis said its helpful to make such request formal. Lanny suggested we update the petition form to add Graduate/Undergraduate check box and have sub-committees request input from advisors.

- VII. Elect Vice President – Greg nominated Steven Don, he accepted. Janet nominated Katherine W., she accepted. Lourdes will send an online vote to the committee. The deadline will be Friday September 16th.

- VIII. Proposals – Amy will send out the BOR guidelines for proposals.
 - a. #11-01 Diesel Equipment Mgmt. is at the Curriculum Committee
 - b. Any FLOC errors found should go to Alisha in the Registrar’s Office. Amy will send out a list for the 10-11 proposals and their status.

- IX. Curriculum deadline - All proposals for this year with Level I and Level II paperwork needs to get to the Senate by the end of the Fall Semester as they need to go to Bozeman and then they are added to the docket. Amy will send out the BOR calendar.

- X. Academic Calendar – Lanny said there are events during the academic year that would be nice to have on the academic calendar for informational purposes only. It would be up to the faculty if they want to cancel class or not for the event. The Senate agrees. The list will need to be sent to Lindsey in the Registrar’s Office and then to the Senior Executive Staff.

- XI. Communication – Janet had a concern that the core themes were being written by one person after the committee met all summer putting this information together. Larry corrected her saying that he was gathering input from other people on campus trying to get more collective input from everyone on campus. This core themes is in draft form and that is what will be turned in to Northwest. It is a seven year process to work on the themes. The final draft will go out to the campus for the vote and will go through the

approval process. Some of the committee members would like to process to be clearly outlined.

XII. Announcements

- a. The UAC would like to thank everyone who is helping with those students who need to pay their bills in the business office.
- b. There is a need for helpers for the concert Friday night.
- c. Any faculty who would like to travel with the recruiters on school visits, please let admissions office know.
- d. BOR September 21st and 22nd in Billings.

Lanny moved to adjourn the meeting.

Adjourned - Meeting Adjourned
Recording Secretary: Lourdes Caven
Minutes Academic Senate 09-13-11 5:24PM