

Faculty Meeting
10/1/2025 2 p.m.
Mill 201

- I. Welcome and Minutes: <https://www.mtech.edu/facultystaff/facultysenate/minutes/docs/2025/minutes-9-17-25.pdf>

Action Items

- II. Policy review
- a. Formulation and Issuance of University Policies
 - b. Hazing
 - c. Student Code of Conduct

Information Items

- III. Curriculum Review process
- a. Course-level request draft
 - b. Program-level request draft
 - c. Ad hoc request draft
 - d. NWCCU Program Comparison Template: [Sub Change Course Comparison Template.xlsx | Powered by Box](#)

Discussion Items

- IV. Feedback on Montana Tech Culture Statement
- V. Feedback on Dream Big Priorities
- VI. Canvas and online summer courses
- VII. Plan to establish a new PhD in Energy - This proposed program would follow a modular structure, with initial tracks in Petroleum Engineering, Electrical Engineering, and Mechanical Engineering.
- VIII. For the good of the order

Montana Technological University

Formulation and Issuance of University Policies

Subject:

Section 200 - Governance and Organization

Number:

200.1

Effective date:

~~February 1, 2024~~ October 1, 2025

Review date:

~~February-October 1, 2027~~ 2028

Responsible Party:

~~Vice-Chancellor of Administration and Finance~~ Chief of Staff

Historical versions: [Link if applicable.](#)

Introduction and Purpose:

Montana Technological University's (University) policies provide a clear framework of transparent governing principles applicable throughout the campus. All university policies are consistent with relevant federal and state laws, rules and regulations, current Collective Bargaining Agreements, negotiated Memorandums of Understanding, and the Board of Regents Policies and Procedures.

Authority:

The ~~Vice-Chancellor of Administration and Finance~~ Chief of Staff is responsible for maintaining a master list of University Policies and for managing communications related to University Policies.

University Policy:

Policies establish a framework for what will or will not be done at the University and reflect the rules governing the implementation of campus processes. Only the policies listed on the University Policies Website as of December 31, ~~2024-2025~~ or approved via this policy will be applicable/enforced campus-wide. These University Policies apply across departments and for multiple audiences. Departments and/or Colleges may also have

Commented [JJ1]: While we got a good start on filling out the index, this was not a priority and there are definitely gaps that we should try and fill if possible (800. Compensation, for instance has very little included)

policies specific to their areas, but because of their department-specific focus, these are not University Policies. Department and/or College policies may not contravene University Policies. When in doubt, the ~~Executive Team~~Chancellor's Cabinet (Cabinet) will determine if a policy is a University Policy and, therefore, must follow *200.1 Formulation and Issuance of University Policies*.

A University Policy:

- Is a governing principle that permits, requires, or restricts actions;
- Is durable, changing infrequently and setting a course for the foreseeable future;
- Is broad enough to permit discretionary action in the resolution of day-to-day situations, yet specific enough to provide clear guidance;
- Is compliant and assures compliance with applicable laws and regulations, enhances the University's mission, promotes operational efficiencies, and/or reduces institutional risk.

Proposed new policies or amendments to current policies can come from the Board of Regents or any current employee or student at any time. The primary sponsor of the new policy or the amendment is the owner of the policy until approval or dismissal.

University Policies will be formally numbered and assigned to a member of the ~~Executive Team~~Cabinet as follows:

200. Governance and Organization (Chancellor)

300. Academic Affairs (Executive Vice Chancellor for Academic Affairs)

400. Research and Public Service (Vice Chancellor for Research)

500. Student Affairs (Vice Provost for Student Affairs)

700. Personnel (Vice Chancellor for Administration and Finance)

800. Compensation (Vice Chancellor for Administration and Finance)

900. Financial Affairs (Vice Chancellor for Administration and Finance)

1000. Physical Plant (Vice Chancellor for Administration and Finance)

1200. Athletics (Director of Athletics)

1300. Information Technology (Executive Vice Chancellor for Academic Affairs)

1900. Miscellaneous (Chancellor will assign individually to ~~an Executive Team~~a Cabinet member))

University Policies must be reviewed no later than three years from their effective date. The Chief of Staff will prompt the designated ~~Executive Team~~Cabinet member to review policies before expiration. At the time of review, the designated ~~Executive Cabinet~~ Member may renew for up to three years, make minor or routine changes, or suggest amendments that must abide by Montana Technological University Policy 200.1.

The Chancellor may adopt an interim policy without dissemination and review if necessary. The policy shall remain an interim policy until formally approved after going through the established University Policy and Procedures Instructions (UPPI) document. Interim policies will automatically expire six months after adoption if not reviewed and approved as outlined in this policy.

Minor or routine changes to policy or changes mandated by state or federal law or the Board of Regents may be made by the Chief of Staff with guidance from the designated ~~Executive Team~~Cabinet member. Minor or routine changes include items such as updating a title, reference, law, regulation, or organizational name listed in a policy, changes required by law or regulation, or correction of typographical errors.

Policy Collection and Archiving:

All institutional policies and amendments to policies, upon ratification by the Chancellor, will be collected and archived by the Chief of Staff. A copy of all university policies shall be kept electronically on the [University Policy Website](#).

Procedures:

Procedures reflect current operational processes for completing tasks. Procedures contain details that include specific steps, process examples, forms to use, and contact information for assistance. Procedures and processes govern daily practice and are more subject to change. Official procedures will often be linked to policies.

The University Policy and Procedures Instructions (UPPI) document contains all of the established procedures for creating new policies and amending current policies. The UPPI is maintained by the ~~Executive Team~~Chief of Staff and published on the University Policy Website. Any changes to the UPPI will be presented at the next scheduled ~~Leadership Team~~Cabinet Meeting as an information item, and again at the following ~~Leadership Team~~Cabinet Meeting as an Action Item, before being finalized and published.

Internal control considerations, if applicable:

How to ensure adequate safeguarding of assets, e.g. segregation of duties, misuse or fraud, etc.

Adopted by: (Chancellor)

Date

Formulation and Issuance of University Policy and Procedures Instructions (UPPI):

Whether you are submitting a new or revising a current policy, the University Policy and Procedure Instructions must be followed.

1. Utilize the Standard Policy Format.
2. Utilize the Formal Numbering System.
3. Reference current/previous versions if applicable, retain all versions in archive.
- ~~4. Meet with the designated Executive Team member for a discussion about the proposed new or amended policy. The purpose of this meeting is to notify and share information, not to gain approval.~~
4. The Executive Team member will then submit the proposed new or amended policy to the Chief of Staff, who will include it as a **Discussion Item** at the next scheduled Executive Team Cabinet meeting.
5. If the Owner has not already had the proposed policy analyzed by the Budget Director and Vice Chancellor of Administration and Finance, the Chief of Staff will work with the Budget Office to provide a Fiscal Note if applicable.
6. If the Owner has not already had the proposed policy approved by Legal, the Chief of Staff will have the Legal Department at the University of Montana review and work with the owner until it is deemed legal.
- ~~5.~~
- ~~6. The Executive Team will discuss and share feedback with the owner.~~
7. The Owner may then revise, revoke, or send an unchanged version back to the Chief of Staff, who will place it on the agenda as an Information Item for the next scheduled Leadership Team meeting. Each member of the Leadership Team Cabinet will have 30 days, or until 7 days after the next scheduled shared governance meeting, whichever is longer, to share with key members of their various constituencies and, including Faculty Senate, Staff Senate, and ASMT, to gather additional feedback and share it with the owner.
 - a. Policies directly pertaining to students must go through the ASMT process before being brought back to the Leadership Team Cabinet for a recommendation.
 - b. Policies originating from the Faculty Staff Handbook or directly involving academic issues must be carried in writing, either by a faculty member, the Faculty Senate, or the administration, to the Faculty Senate and followed by a discussion in a faculty meeting. A recommendation will require an affirmative vote at a general faculty meeting before being brought back to the Leadership Team Cabinet for action.
 - c. Policies originating from the Faculty Staff Handbook that have a direct impact on university staff members must also be brought to the Staff Senate for a recommendation.

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8. The Owner shall incorporate edits based on the shared governance input and provide the Chief of Staff with the updated proposal to be included as an Action Item on the first Cabinet meeting following the review period.

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~~The Cabinet will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor. The Chief of Staff will place the policy on the next scheduled Executive Team Meeting agenda. The Executive Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor.~~

~~8.-~~

~~9. If the Owner has not already had the proposed policy analyzed by the Budget Director and Vice Chancellor of Administration and Finance, the Chief of Staff will work with the Budget Office to provide a Fiscal Note if applicable.~~

~~10. If the Owner has not already had the proposed policy approved by Legal, the Chief of Staff will have the Legal Department at the University of Montana review and work with the owner until it is deemed legal.~~

~~11. Upon approval by Legal, the Chief of Staff will place the proposed policy on the next scheduled Leadership Team agenda as an Action Item.~~

~~12. 9. The Leadership Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal, to the Executive Team.~~

~~13. 1. The Chief of Staff will place the policy on the next scheduled Executive Team Meeting agenda. The Executive Team will 1) recommend, 2) recommend with amendments, or 3) recommend not to approve the proposal to the Chancellor.~~

~~14. 10. The Chancellor will approve or reject. If the proposal is rejected, the Chancellor will give feedback to the Owner as to why.~~

~~15. 11. If the proposal is approved, the Chief of Staff will publish to the University Policy website, share back with the Leadership Team the Cabinet, and share it in the Weekly Update.~~

~~16. Members of the Leadership Team Cabinet will share the updated/new policy with their own constituencies.~~

12.

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Student Code of Conduct

Subject:

Student Affairs

Policy Number:

500

Revised:**Effective date:**

October 1, 2025

Review date:

October 1, 2028

Responsible Party:

Vice Provost for Student Success and Dean of Students

Version History:

N/A

Introduction and Purpose:

This Code of Conduct embodies and promotes honesty, integrity, accountability, and duties associated with citizenship as a student in our community at the Montana Technological University. This Code exists to protect the interests of the community and dignity of its members, and to challenge those behaviors which are not in accordance with our policies.

University Policy:

The Student Code of Conduct describes expected standards of behavior for all students, including academic conduct and general conduct, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations.

Procedures:

Complete procedures for addressing alleged conduct violations can be found within the [Student Code of Conduct](#).

Internal control considerations, if applicable:

Adopted by: (Chancellor)

Date

Hazing Policy

Subject:

Student Affairs

Policy Number:

530

Revised:**Effective date:**

October 1, 2025

Review date:

October 1, 2028

Responsible Party:

Vice Provost for Student Success and Dean of Students

Version History:

N/A

Introduction and Purpose:

This policy defines behavior that is considered hazing and outlines the process used to report and investigate acts of hazing. It also outlines institutional hazing prevention efforts.

University Policy:

The University strictly prohibits hazing in all forms, regardless of the consent of those involved. Hazing is contrary to the values and mission of the University and is a violation of institutional policy and federal law under the Stop Campus Hazing Act (an amendment to the Clery Act).

This policy applies to all students, student organizations, faculty and staff. It covers conduct occurring on or off campus, during University-affiliated activities, and in virtual environments.

The University strives to promote a safe and respectful learning environment and takes all reports of hazing seriously. The University is also committed to ongoing education, training, and prevention efforts to eliminate hazing and promote student well-being.

Definitions:**Hazing**

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that—

- 1. is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and*
- 2. causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including—*
 - a) whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;*
 - b) causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;*
 - c) causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;*
 - d) causing, coercing, or otherwise inducing another person to perform sexual acts;*
 - e) any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;*
 - f) any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and*
 - g) any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.*

Student Organization

Student Organization is defined as an organization at the University (such as a club, society, association, varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the University, whether or not the organization is established or recognized by the University.

Procedures:

Complete procedures for addressing alleged hazing and all other alleged conduct violations can be found within the [Student Code of Conduct](#).

Internal control considerations, if applicable:

Adopted by: (Chancellor)

Date

MONTANA TECH

Type of Request

- Propose a new course
 - Complete all sections in the Course Description. Ensure that everything appears exactly as you want it to appear in the catalog
 - Complete Appendix A: CCN Review (Consult with the registrar if you have questions)
- Revise an existing course
 - Complete all sections in the Course Description. Ensure that everything appears exactly as you want it to appear in the catalog

Timeline

- Propose a new course
 - One week before CRC meeting – Submit proposal to CRC chair
- Revise an existing course
 - One week before CRC meeting – Submit proposal to CRC chair

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Curriculum Change Form AY 25-26 Course Level Change Request

Course Information

Department Click or tap here to enter text.

College Choose an item.

Effective Term: Choose an item.

Course Title: Click or tap here to enter text.

Does this proposal affect other departments?

☐ Yes, Provide a list of affected departments Click or tap here to enter text.

☐ No

Proposal type: Choose an item.

Assessment Leading to Request

Click or tap here to enter text.

Course Description

Course Prefix: Click or tap here to enter text.

Course Number: Click or tap here to enter text.

Credits Click or tap here to enter text.

Hours: Lecture Click or tap here to enter text. Lab Click or tap here to enter text.

Repeatable

☐ Yes

☐ No

Prerequisites

Click or tap here to enter text.

Corequisites (include course codes and titles)

Click or tap here to enter text.

Semesters Offered (select all that apply)

☐ Fall

☐ Spring

☐ Summer

☐ Intermittent

Course Description

Click or tap here to enter text.

Course Learning Outcomes

Click or tap here to enter text.

Appendix A: CCN Review

Does an equivalent course exist elsewhere in the MUS CCN Course Guide? <https://ccn.mus.edu/search/>

☐ Yes

☐ No

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Required approvals for all courses

X

Department Head

X

College Dean

X

CRC Chair

Approved at CRC meeting on Click or tap to enter a date.

X

Faculty Senate Chair

Approved at Senate meeting on Click or tap to enter a date.

For graduate level courses only

X

Dean of the Graduate School

X

Graduate Council Chair

Approved at Graduate council meeting on Click or tap to enter a date.

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Notes

- Certificate programs are not automatically financial aid eligible. Please contact Director of Financial Aid for more information.
- All Graduate degrees must be approved by the Graduate Council before they can be considered by the CRC
- All Bachelor degree programs must conform to the [OCHE requirements](#)
- All Associate degree and certificate programs must conform to the [OCHE requirements](#)

Resources

- [CIP Code](#)
- [SOC Code](#)
- [OCHE Policy on Course Modality](#)
- [OCHE Degree types](#)
- [All OCHE Academic Forms](#)
 - [Level I Changes](#)
 - [Level II Changes](#)
- [OCHE Academic Planning Calendar](#)
- [NWCCU Policy on Direct Assessment and Competency Based Education](#)

Required Materials for Type of Request

- Catalog Editorial Change: This option should be chosen if only the proposal will only affect the curriculum worksheet and/or the program learning outcomes.
 - Complete all sections in the Catalog Information. Ensure that everything appears exactly as you want it to appear in the catalog.
 - No appendices are required
- Revise an existing minor: This option should be chosen if the coursework in an existing minor is changing
 - Complete all sections in the Catalog Information. Ensure that everything appears exactly as you want it to appear in the catalog.
 - No appendices are required
- Revise an existing academic program: This option should be chosen if the coursework in an existing academic program is changing and/or the mode of delivery is changing.
 - Complete all sections in the Program Description.
 - Complete all sections in the Catalog Information. Ensure that everything appears exactly as you want it to appear in the catalog.
 - Attach Appendix A – NWCCU Course Comparison Template
- Level I or Level II proposal: This option should be chosen if the change is part of a Level I or Level II request.
 - Complete all sections in the Program Description.
 - Complete all sections in the Catalog Information. Ensure that everything appears exactly as you want it to appear in the catalog.
 - Attach Appendix A – NWCCU Course Comparison Template
 - Attach Appendix B – required OCHE paperwork

Timeline

- Catalog Editorial Change:
 - One week before CRC meeting – Submit proposal to CRC chair
- Revise an existing academic program:
 - One week before CRC meeting – Submit proposal to CRC chair
- Level I or Level II proposal:
 - Three weeks before CRC meeting – Request CFO complete the [Fiscal analysis forms](#) for Level II paperwork
 - One week before CRC meeting – Submit proposal to CRC chair

MONTANA TECH

Curriculum Change Form Program Level Change Request

Program Information

Home Department Click or tap here to enter text.

College Choose an item.

Collaborating Department: Click or tap here to enter text.

Effective Catalog edition: Choose an item.

Program Title: Click or tap here to enter text.

CIP Code: Click or tap here to enter text

SOC Code: Click or tap here to enter text.

Degree Type: Choose an item.

Type of request Choose an item.

Does this proposal affect other departments?

☐ Yes, Provide a list of affected departments Click or tap here to enter text.

☐ No

Assessment Leading to Request

Click or tap here to enter text.

Program Description

Delivery Method (Please select all that apply)

☐ Face-to-Face

☐ Online

☐ Remote Program (Online)

☐ Online with Limited On-site Delivery Program (Online)

Provide the credit range required to complete the program

Min Click or tap here to enter text.

Max Click or tap here to enter text.

Method of Assessment

Will standard methods of assessment be used?

☐ Yes ☐ No

Will Direct Assessment be used instead of standard methods of assessment?

☐ Yes ☐ No

Will Competency-Based Education(CBE) be used instead of standard methods of assessment?

☐ Yes ☐ No

What percentage of the total degree requirements are new credits? Click or tap here to enter text.

Catalog Information

Program Learning outcomes

Click or tap here to enter text.

Curriculum worksheet (by term)

Click or tap here to enter text.

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Attachments

- Appendix A: NWCCU Substantive Change Course Comparison Template
<https://nwccu.app.box.com/s/93rqij6atfal5mazrlac5onsqhhz1130>
- Appendix B: Required Level I or Level II paperwork

<u>Required approvals for all program changes</u>	<u>For graduate level programs only</u>
X Department Head	X Dean of the Graduate School
X College Dean	X Graduate Council Chair
X CRC Chair Approved at CRC meeting on Click or tap to enter a date.	Approved at Graduate council meeting on Click or tap to enter a date.
X Faculty Senate Chair Approved at Senate meeting on Click or tap to enter a date.	

MONTANA TECH

Curriculum Change Form AY 25-26 *AdHoc Request*

Contact Information

Name Click or tap here to enter text.

Contact email Choose an item.

Assessment Leading to Request

Click or tap here to enter text.

Description of request

What is being proposed?

Click or tap here to enter text.

Supporting Documents:

Please provide a list of all supporting documents relevant to this proposal

Click or tap here to enter text.

MONTANA TECH

Required approvals for all courses

X

Department Head

X

College Dean

X

CRC Chair

Approved at CRC meeting on Click or tap to enter a date.

X

Faculty Senate Chair

Approved at Senate meeting on Click or tap to enter a date.

For graduate level courses only

X

Dean of the Graduate School

X

Graduate Council Chair

Approved at Graduate council meeting on Click or tap to enter a date.

IV. Draft Montana Tech Culture Statement

At Montana Tech, we:

- Support each other through empathy and care.
- Encourage open dialogue and professional communication.
- Strengthen collaboration and interconnectivity.
- Embrace collective responsibility and personal accountability.