

**Minutes**  
**Faculty Senate Meeting**  
**7:30 AM, February 1st, 2005**  
**MT Con Room, SUB**

*minutes submitted by secretary A. Stierle*

*Members present: Chair- Grant Mitman, Vice-Chair – John Brower, Rod James, Danette Melvin, Bruce Madigan, John Metesh, Mark Sholes, Chip Todd, Secretary - Andrea Stierle.*

*Absent – Susan Leland*

*Also in attendance – Chancellor Gilmore, Vice Chancellor Patton, Ed Johnson (registrar)*

Meeting was called to order at 7:35 AM.

1. **Minutes** - The minutes of the December 4th, 2004 Faculty Senate meeting were approved.
2. A new meeting time was chosen – 9 AM Tues (note – this has since been changed to Thursday at 3:00 PM)
3. Grant Mitman directed attention to the new Faculty Senate website and asked for input as to content and layout.
4. **Registration** – Registrar Ed Johnson provided feedback concerning the possibility of student “self-registration”. Some faculty members spend an inordinate amount of time with students who are not prepared for registration. Other colleges allow students access to a PIN number that enables allows them to self-register. It is important that students take the classes required for graduation in their degree area. Two key issues in the registration process are advising and a prerequisite check. Students must have a clear program guide to know what classes to take each year. Students should not be taking classes if they have not yet passed the prerequisite classes.

The current system has been driven by problems with ABET in the past. Self-registration would not remove the faculty member from the process. Faculty would still advise students – in essence “advise and bless” each student’s course schedule.

John Brower commented that the **Career and Program Planning** program provides a working template for each program and that students could use it as a clear guide to self-registration. Ed Johnson agreed that the **Career and Program Planning** program and **Pre-Req Check** should be available in April.

5. **Transfer Credits** – There was a discussion of the dual problems of transfer credits and assignment of GPA to students across the Montana University System. Students sometimes have problems getting full credit for courses taught at different units of the Montana University System when transferring to other units of the same system. Problems are associated with concepts of actual course equivalency. Certain colleges view their programs as more rigorous or have had problems with students transferring from other units with supposedly “equivalent” courses. Should there be a cross system equivalency guide to ensure uniform course content and rigor? Should equivalent classes across the MUS have the same course number to facilitate transfer of credits?

6. **Student Email** - Grant Mitman revisited the problem of contacting students by email as many do not read their Montana Tech email accounts. Vice Chancellor Patton suggested that the Blackboard Portal was an effective mechanism for reaching all students on campus.

7. **Student Evaluation of Teaching** - Several problems were reported with the evaluation process in the Fall semester. Several faculty reported that they did not receive evaluation forms for their classes and were informed that there were not sufficient forms available. One of the larger concerns was the method of data presentation. What the faculty received as data from the evaluation process was not what the student evaluation form committee proposed. It was also noted that many of the questions on the standardized form were unsuitable for evaluation of online courses.

8. **Alumni Affairs and Public Relations** - Chancellor Gilmore reported efforts to reorganize alumni affairs and public relations at Montana Tech. The reorganization is driven by the recent loss of Karen Sullivan (public relations), the inevitable move of Ray Rogers to Health Care Informatics, and feedback from STAMATS that Montana Tech does not effectively communicate with alumni. Chancellor Gilmore will create an advancement and marketing program that will include the Chancellor (chair), a Director of Admissions, the Foundation President, the Director of Career Services, a public relations person and the Director of Alumni Affairs. This team will direct integrated marketing for the institution.

*meeting adjourned at 9:15 AM*