

Montana Tech Faculty Senate Meeting  
Tue October 27, 2015  
3:30pm, Pintler Room (SUB)

**Call to Order:** Sue Schrader

**Senate members present:**

Sue Schrader, Scott Risser, John Getty, Larry Hunter, Conor Cote, Rita Spear, Tony Patrick, Vicki Petritz, Michael Webb, Glen Southergill, Celia Schahczenski, Gretchen Geller, Scott Rosenthal

**Senate members absent:**

Rhonda Coguill, Rick Rossi, Miriam Young, Sally Bardsley, Stella Capoccia, William Gleason, Tim Kober, Bill Drury

- I. Call to Order – Susan Schrader
- II. Review Minutes – Conor Cote
  - a. Minutes approved. 1) Larry Hunter; 2) John Getty. All in favor.

Old Business

- III. Letter in Support of Civil and Mechanical Engineering approved by online vote – sign letter and make provisions for delivery
  - a. John Getty worked on revising the letter and sent his rewording to Sue. Sue forwarded the letter to Chad Okrusch for final edits. Sue sent out an email vote to the Senate. Results: 11 votes yes, 0 votes no. Sue and Larry will hand deliver the letter to Doug on Friday, October 30th at noon. All of the senators present signed the letter.
  - b. Rita suggested giving absent senators the opportunity to sign the letter. Senators can drop by Sue's office before Friday at noon to sign the letter.
- IV. Results of vote on strategic plan request
  - a. Conor and Sue met to form last meeting's discussion on the strategic plan into a response for the Strategic Planning Committee. Conor sent out a draft response out for comment and made some revisions based on suggestions from the PTC department. Conor sent a final version for senators to vote on via campus mail. Results: 10 votes yes, 0 votes no. Conor will send the Senate's response along to the Strategic Planning Committee.

New Business

- V. HR director visit – Vanessa Van Dyk. Vanessa Van Dyk, Montana Tech's new Director of Human Resources introduced herself to the Senate. The Senate had prepared some questions regarding HR and hiring for Vanessa:

- a. Sue brought up the concern of many senators that a large number of applicants do not meet the minimum requirements. Would it be possible to provide pre-screening services for large pools of applicants?
  - i. Larry suggestion a self-screening online questionnaire prevents applicants from applying if they do not meet the minimum requirements. Vanessa said that the hiring committee could follow up with a questionnaire after the applicants have applied. Vanessa said that if needed, the HR department could load a link to the form and make it part of the application process, but the hiring committee would still need to develop the questionnaire themselves.
  - ii. John Getty asked if someone outside each department could serve as a pre-screener. Vanessa said this wouldn't really work as you would need someone that understands the job requirements. John asked about very simple requirements such as requiring a Master's degree. Vanessa said these types of requirements are not always as simple as they seem. For example, if you require a "Masters in Petroleum Engineering or equivalent degree" you still need to be able to deem what an "equivalent degree" is.
  - iii. John asked if the hiring committee member can stop reviewing an application at the point someone fails to meet a minimum requirement. Vanessa said yes.
- b. Sue asked about the process for hiring a Professor of Practice and the language that goes into the PRA for these positions. How much say does a department have in hiring a PoP?
  - i. Vanessa said that it is governed by the department standards for the department that is hiring. However the Chancellor can make the ultimate decision on this designation if there is disagreement within the department.
- c. Sue asked about the length of time searches seem to take. What can we do to speed the process up?
  - i. Vanessa responded that there are two common things that slow the process 1) delay in writing the PRA; 2) confirming funding for a position.
  - ii. Vanessa said that a "contingent on funding" notice can be added to a PRA if you want to start receiving applications but funding is not yet finalized.
  - iii. It is best practice to plan to have the PRA written a month before advertising. Hard copy publication ads can be more difficult to place because they have stricter timelines.
- d. Sue asked how long in advance we should advertise for a position?
  - i. Vanessa said at least 9 months in advance. Celia suggested 9 months to a year in advance. Vanessa suggested keeping the number of in-person interviews as small as possible to speed up the process. Often a search is delayed due to scheduling conflicts that arise for in-person interviews.

- e. Scott asked if applicants can receive an email confirming receipt of application. Vanessa said at the moment no, but she is seeking to obtain funding for an applicant tracking system that will enable this.
- f. Gretchen said it is basic customer service to give notice of receipt. Vanessa responded that even though this would seem so it is not by industry standards. Most applicants for jobs do not to receive a confirmation.
- g. Celia suggested creating a dummy email that automatically replies with a confirmation utilizing the out of office reply feature in Outlook. This would at least confirm receipt the applicants' emails. There was strong support for this idea from the Senate. Vanessa agreed that this is a good idea and will look into it.
- h. Vanessa confirmed that it is the hiring committee's responsibility to send out letters of notification to applicants at each stage of the hiring process. Letter templates for this purpose can be requested from Cathy Isakson.

VI. General Education changes

- a. Scott Risser presented a list of Gen Ed courses approved by the General Education Committee for the Faculty Senate to approve. All but Natural History of Vertebrates were approved by the Gen Ed Committee and will be added to the 2016-2017 course catalog.
- b. Natural History of Vertebrates was not approved by the Gen Ed committee due to a misunderstanding that it required CRC approval when it did not.
- c. Glen Southergill moved to approve the complete list of courses. The Senate voted and all were in favor of approving the complete list, including Natural History of Vertebrates.
- d. Sue will sign the documents on behalf of the Senate and deliver these to Carrie Vath.

VII. Other business

- a. Rita suggested that the Faculty Senate write a letter of support for Vanessa Van Dyk to secure funding for an applicant tracking system. The Senate agreed on this idea.

VIII. Adjourn

- a. The Senate adjourned.