Faculty Senate Minutes  
9/10/2019  
4:00-5:00 pm  
Mill 201

Present: Charie Faught (Chair), Phil Curtiss, Atish Mitra, John Ray, Vickie Petritz, Jackie Timmer, Anton Patrick, Mohamed Khalil, Stella Capoccia, Rita Spear, Ulana Holtz, Peter Lucon, John Garic (guest), Karen Wesenberg, Matt Donnelly, Courtney Young, Mary North-Abbott, Larry Smith.

I. Welcome and Minutes (https://www.mtech.edu/facultystaff/facultysenate/minutes/index.html)

Quorum @4:00pm. Minutes of April 25, April 30 and August 22, 2019 were presented for approval. Motion to approve (with corrections to minor typo on April 25 minutes) and seconded. PASSED. Dr. John Garic introduced a survey on parking on campus (to be filled up by senators) – senators filled up the survey.

II. CRC Approval- PTC option in Interdisciplinary Arts and Sciences (see attached)

A senator asked whether CRC decisions from spring (that did not go thru senate) are retained over summer. There was also concern whether the number of credits for PTC option adds up to the correct number. Motion to approve and seconded. After a discussion, there was a modified motion - to approve, subject to Leslie Dickerson confirming that the proposal has correct no of credits. Question from senator: PTC is in moratorium, so is this PTC option to be a minor? (Answer from Chair - No). There was a concern from multiple senators if the department (Liberal Studies) is capable of offering all these required courses for PTC option, now that PTC is a part of liberal studies, and with the loss of faculty in the department. Suggestion from Senator: maybe we should give a chance to Dean Gammon/someone from PTC/ CRC chair to address these concerns before voting on it; suggestion was supported by several senators. Move to table to next meeting, and Seconded. PASSED.

III. Career Services Information

Announcement by Chair on career fair and welcome social at Chancellor’s residence (see attached email)

IV. International Student Assistance Committee Report

Announcement by Chair on progress of committee (see attachment)

V. Activities and priorities for the upcoming year

a. Curriculum approval process

Discussion by Chair on some issues with the existing process at CRC, and changes in leadership of CRC. The Senate Chair met with the new chair of CRC and Leslie Dickerson so that CRC process is made more streamlined and transparent. Suggestion from senator: naming and classification of types of proposals (such as: new course vs changes in existing course) should be standardized and there should be written procedure about signature sequences. Suggestion from Senator: The procedure of email chain thru sequence of signatures – process should be improved for quick traceability. Chair: investigating an electronic signature process. Comment by senator: there should be a written procedure about signature sequence. Comment by Senator: the deadline for CRC proposals should be strict.
b. Campus Committee Assessment
   Dr. Courtney Young reported that he had turned over some relevant documents to previous chair (Dr. Scott Risser), and will check with him and report back next time.

c. Teaching Community
   No report.

d. Research Mentors
   No report

e. Other
   No other topic.

VI. Other Items
a. Parking Survey- John Garic
   Done at the beginning of meeting.

b. Board of Regents Discussion Items- CLOSED SESSION

   c. Faculty Accommodation
      Postponed

d. Continuing Low enrollments
   Concern from multiple senators about low enrollment. Suggestion from senator for administration to come to senate and give more information about the ongoing proposals to improve recruiting and retention. Chair will invite Deans/Dr. Carrie Vath to the senate to talk about it.

Motion to adjourn, seconded.
Protocol: The department requesting curriculum change holds a discussion at the departmental level, and if agreed upon by the department head, discuss with the Dean for approval. Forward the completed form along with supporting information to the CRC chair after approval from the department head, dean, and graduate council if necessary. The registrar then makes final changes after faculty senate approval.


Date: April 16, 2019
Dept: Professional & Technical Communication (PTC)
Program: Bachelor of Science in PTC
College: CLSPS
CRC Representative: Chad Okrusch

Description of Request/Summary: As a result of the Program Prioritization process the BS in PTC, the MS in TC, and the PTC minor have been put into moratorium. Two tenured PTC faculty—Drs. Munday & Okrusch—have moved to the Liberal Studies Department. Upon the advice of the Dean of the CLSPS, and with the approval of the Liberal Studies Department (Friday April 12, 2019), we propose creating a PTC option within the existing Interdisciplinary Arts & Sciences (IAS) degree framework.

Current Course Program Information: N/A

Proposed Change

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<tr>
<th>Course #</th>
<th>Name</th>
<th>Credits</th>
<th>Pre-req.</th>
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See attached IAS: PTC Option curriculum worksheet
Please note that the IAS: PTC Option was designed to use the IAS Core completely, and to integrate courses that Drs. Munday and Okrusch teach, in addition to leveraging courses already taught by Liberal Studies faculty, Drs. John and Roberta Ray, in particular.

We are proposing no new courses.

List of supporting documentation attached
See attached IAS: PTC Option curriculum worksheet

Assessment Leading to Request
The request is being made due to the Program Prioritization process, which includes final recommendations regarding the elimination of the PTC department and associated BS, MS, Certificates, and Minor.

Anticipated Impacts to “Other” Programs
I spoke with Michele Van Dyne, Department Head for Computer Science and Software Engineering regarding impacts to their programs. The Computer Science (CS) and Software Engineering (SE) BS degrees have included a number of PTC’s courses within their curricular offerings. In particular, the Game Development focus includes: New Media 182, Game Design, & Usability Testing. The Technical Communication focus area includes: Digital Video Production, New Media 182, and History of Technology, Communication, and Culture. Of these, New Media 182, and Digital Video Production will no longer be offered. Dr. Okrusch may teach Usability Testing and Dr. Munday may teach History of Technology, Communication, and Culture schedules permitting. Dr. Southergill has developed and taught Game Design, but he has been moved to the Writing Program fulltime so we cannot guarantee it will remain a viable offering.

I spoke with Tim Kober, Department Head for Business and Information Technology. They have included two courses from our offerings in their curriculum: Introduction to Desktop Publishing and Introduction to Web Page Design. We have included these courses in our IAS: PTC option framework.

Impact on Library
No consultation required as no new courses are being proposed.
Date to take Effect
AY 2019-20 (August 2019)

LEVEL of Request
Please indicate the type of request(s) by selecting all that apply:
Faculty Approvals (directly to CRC, then Faculty Senate):
☐ Establish a new course for the catalog (please contact the Registrar of MUS CCN information)
☐ Changed course: addition, deletion or change of title, credit, course number, pre-req, description, or cross listing.
☐ Amend an existing degree program. Making changes to programs such as adding a writing course to a major, changing the list of accepted electives or removing a requirement of a minor
☐ New degree certification of 29 credits or less
☐ Other:
Campus Approvals (must be approved by the VCAA prior to CRC submission):
☐ Placing a postsecondary educational program into moratorium
☐ Withdrawing a postsecondary educational program from moratorium
☐ Establishing, re-titling, terminating or revising a campus certificate of 29 credits or more
☐ Establishing a B.A.S./A.A./A.S. area of study
☐ Offering an existing postsecondary educational program via distance or online delivery
☐ Other:
OCHE Approvals (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Re-titling an existing postsecondary educational program
☐ Terminating an existing postsecondary educational program
☐ Consolidating existing postsecondary educational programs
☐ Establishing a new minor where there is a major or an option in a major
☐ Revising a postsecondary educational program
☐ Establishing a temporary C.A.S. or A.A.S. degree program Approval limited to 2 years
☐ Other:
Level II (must be approved by the VCAA and Chancellor prior to CRC submission):
☐ Establishing a new postsecondary educational program
☐ Exceeding the 120 credit maximum for baccalaureate degrees Exception to policy 301.11
☐ Forming, eliminating or consolidating an academic, administrative, or research unit
☐ Re-titling an academic, administrative, or research unit
☐ Other:

APPROVALS
Department Head Approval ___________________________ Date 4/17/19

Dean Approval ___________________________ Date 4/17/19

VCAAR Approval (see above) ___________________________ Date __________

Chancellor Approval (see above) ___________________________ Date __________

Graduate Council Approval ___________________________ Date __________

CRC Approval ___________________________ Date 9/3/19

Faculty Senate Approval ___________________________ Date __________
Choose 3 or more approved courses from a list of courses.

**FOUNDATION OF SCIENCE**
- Choose 3 or more from the following courses:
  - PHYS 100 - Introduction to Physics
  - CHEM 100 - Introduction to Chemistry
  - BIOL 101 - Introduction to Biology
  - PHYS 102 - General Physics
  - CHEM 102 - General Chemistry

**HUMANITIES**
- Choose 3 from the following courses:
  - ART 101 - History of Art
  - HIST 101 - History of Western Civilization
  - HIST 102 - History of the United States

**COMPUTER SCIENCE**
- Choose 3 from the following courses:
  - CS 101 - Introduction to Computer Science
  - CS 102 - Programming with Python
  - CS 103 - Advanced Programming

**WRITING**
- Choose 1 from the following courses:
  - WRIT 101 - Writing I
  - WRIT 102 - Writing II

**MATHEMATICS**
- Choose 3 from the following courses:
  - MATH 101 - Calculus I
  - MATH 102 - Calculus II
  - MATH 103 - Linear Algebra

**PHYSICAL EDUCATION**
- Choose 1 from the following courses:
  - PE 101 - Basic Physical Education
  - PE 102 - Advanced Physical Education

**SPEECH COMMUNICATIONS**
- Choose 3 from the following courses:
  - SPEECH 101 - Public Speaking
  - SPEECH 102 - Dramatic Arts
  - SPEECH 103 - Theatre Arts
Interdisciplinary Arts and Sciences, B.S.

Return to: College of Letters, Sciences and Professional Studies

Written Communication (6 credits)

Select 3 credits

- WRIT 101 - College Writing I 3 credits
- WRIT 121 - Introduction to Technical Writing 3 credits
- WRIT 122 - Introduction to Business Writing 3 credits
- WRIT 201 - College Writing II 3 credits

Select 3 credits

- WRIT 321W - Advanced Technical Writing 3 credits
- WRIT 322W - Advanced Business Writing 3 credits
- WRIT 325W - Writing in the Sciences 3 credits
- WRIT 350W - Technical Editing 3 credits

Speech Communications (6 credits)

Select 3 credits
• COMX 211 - Advanced Public Speaking 3 credits
• COMX 230 - Presenting Technical Information 3 credits

Select 3 credits

• COMX 310 - Group Dynamics Theory and Practice 3 credits
• COMX 314W - Business and Professional Speaking 3 credits
• COMX 317W - Interpersonal Communication Theory and Practice 3 credits
• COMM 4216 - Public Relations Practice & Management 3 credits
• COMX 400 - Communication Theory 3 credits
• COMX 415 - Intercultural Communication 3 credits

Literature and the Arts (6 credits)

Select 3 credits

• FILM 103 - Introduction to Film 3 credits
• LIT 112 - Introduction To Fiction 3 credits
• LIT 126 - Introduction to Poetry and Drama 3 credits
• LIT 210 - American Literature I 3 credits
• LIT 211 - American Literature II 3 credits
• LIT 223 - British Literature I 3 credits
• LIT 224 - British Literature II 3 credits
• LIT 231 - Ancient to Ren World Literature 3 credits
• LIT 232 - Modern World Literature 3 credits

Select 3 credits

• LIT 373W - Literature and the Environment 3 credits

History (6 credits)

Required

• HSTA 101 - American History I 3 credits
• HSTA 102 - American History II 3 credits

Human Sciences (6 credits)

Select 3 credits

• ANTY 101 - Anthropology & the Human Experience 3 credits
• PSYX 100 - Introduction to Psychology 3 credits

Select 3 credits

• ANTY 315 - Forensic Anthropology 3 credits
• ANTY 329 - Culture Change and Global Development 3 credits
• PSYX 340 - Abnormal Psychology 3 credits
Philosophy and Political Thought (6 credits)

Select 3 credits

- PHL 101 - Reason & Reality: Introduction to Philosophy 3 credits
- PHL 110 - Problems of Good & Evil: Introduction to Ethics 3 credits
- PSCI 101 - Introduction to Political Science 3 credits
- PSCI 210 - Introduction to American Government 3 credits
- PSCI 250 - Introduction to Political Theory 3 credits

Select 3 credits

- PHL 360 - History of Philosophy 3 credits
- PHL 362 - History of Philosophy: Modern 3 credits
- PSCI 438 - International Relations 3 credits
- PSCI 465 - Public Administration & Policy 3 credits

Quantitative Reasoning

Choose 3 or more courses from the General Education Requirements or approved M or STAT courses

Foundations of Science

Must have at least one laboratory course.

Choose 3 or more courses from the General Education Requirements or approved Science courses.

Career Planning

Concentrations in Interdisciplinary Arts and Sciences (36+ credits)

- Concentrations require a minimum of 36 credit hours.
- No more than 21 credits may be taken in a single discipline.
- The concentration must include 21 credits of 300 or 400-level courses.
- Students must submit an Interdisciplinary Concentration Proposal Form upon the completion of LS 1006. If approved by the IAS faculty, the student may proceed with the curriculum.

Capstone

- L.S. 4916 - Internship (at least 3 credits) OR L.S. 4986 - Undergraduate Research (at least 3 credits)
- L.S. 4956 - Special Topics (1 ore more credits)

Minimum Credits for a B.S. degree in Interdisciplinary Arts and Sciences: 120

The remaining courses required to achieve 120 credits are free electives.
If you can help promote the following key things, that would be helpful.

- All faculty and staff are invited to the Welcome Social at the Chancellor’s Residence – September 17th from 4:30-6 pm (please RSVP to SRaymond@mtech.edu)
- Career Fair will be EPIC!! – 115 companies have registered (and there is a waiting list)
- Many companies are conducting interview on 2nd Day, Thursday, September 19th
- Please encourage students to register for Speed Information Sessions, the Career Fair and to be researching companies (using DR 2.0 or the Career Fair + app)

I am sure that there are more things, but this would be helpful! Please let me know if you have questions.

Sincerely,
Sarah

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From: Faught, Charie
Sent: Monday, September 9, 2019 2:54 PM
To: Raymond, Sarah <SRaymond@mtech.edu>
Subject: Faculty Senate Announcement

Sarah-

Per my voice mail message and our conversation on Friday, I am looking to see if you have information/educational materials that I can present at the next faculty senate meeting, which is tomorrow (Tuesday) from 4-5, location to be determined.

Thanks!

Charie Faught, PhD, MHA
Associate Professor, HCI Program Manager
Business IT, Health Information Technology
ELC 323
Montana Tech
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Janet Cornish, Writing Program Adjunct Instructor
954 Caledonia Street, Butte, MT 59701-9002

The Montana Tech International Student Assistance Committee (MISAC) held its first meeting on Thursday, September 5th, 2019. (A list of our members can be found at the conclusion of this memo.) After a discussion of the various issues and challenges related to language skills, academic integrity and inclusiveness, we identified some immediate tasks that the committee will undertake in its first year. These are as follows:

1. **Academic Honesty**
   a. Dawn Atkinson, Writing Program Director, has offered to present two workshops:
      i. The first, "Managing Risk for Different Assessment Types and Other Academic Integrity Issues", will be presented at the October MISAC meeting.
      ii. The second, a general presentation on academic integrity will be presented at a later date.
   b. Luke Buckley and Ulana Holtz have offered to prepare a standard for research citations/academic honesty, to help answer the questions, “What is the norm?” and “How can we increase clarity for faculty and students?”

2. **Services Delivery**
   a. David Gilkey will speak with Carrie Vath about ideas to increase awareness and use of resources available to international students including:
      i. Encouraging faculty members to provide accommodation for EAL students
      ii. Developing strategies that provide incentives to students who take advantage of services.

3. **Language Skills**
a. The committee will learn more about the various organizational styles that various cultures/nationalities use to structure documents, through an in-house program, which will feature members of our committee who are from different cultures.

b. We will advocate for a dedicated language assistance program at Montana Tech. This may include:
   i. A co-requisite approach that would pair remedial/EAL (English as an Additional Language) classes with college level courses
   ii. A dedicated EAL instructor to work with our international students on an ongoing basis

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*MISAC – Roster, as of September 5th, 2019*

Chair
Janet Cornish, Adjunct Faculty, Writing Program
954 Caledonia Street, Butte, 406-723-7993, jcornish@mtech.edu

Members
Akua Oppong-Anane, Assistant Professor, Director of Freshman Engineering
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Dawn Atkinson, Director, Writing Program
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Luke Buckley, Associate Professor, MBMG Research
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Stacey Corbitt, Instructor I, Writing Program
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Taryn Quale, Director, Academic Center for Excellence
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Miriam Young, Associate Professor of Nursing
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