



MONTANA STATE UNIVERSITY NORTHERN

College of Education, Arts & Sciences and Nursing

College Meeting

Cowan Hall 300

March 29, 2018

4:00pm

Members: Randy Bachmeier, Samantha Balemba, Jack Beiger, Virginia Braithwaite, Vickie Clouse, Jaime Duke, John Foley, Valerie Guyant, Peter Hart, Steve Hesske, Terri Hildebrand, Shawn Huse, Steve Lockwood, Marvin McClendon, Chris Mouat, Rose Obunaga, Maureen Odegard, Cristy Ozburn, Mary Pappas, Norton Pease, Charles Pollington, Carol Reifschneider, Andrew Rolin, Mark Seiffert, Darlene Sellers, Curtis Smeby, John Snider, Joel Soiseth, Chad Spangler, Gary Succaw, Tyson Thivierge, Joey Todd, Kasthuri Udayakumar, Jamie Underwood

Members Present: Randy Bachmeier, Samantha Balemba, Jack Beiger, Virginia Braithwaite, Valerie Guyant, Terri Hildebrand, Steve Lockwood, Cristy Ozburn, Norton Pease, Carol Reifschneider, Mark Seiffert, Darlene Sellers, Curtis Smeby, Chad Spangler, Gary Succaw, Joey Todd

Chair: Norton Pease

Minutes: Debra Bradley

1. **Call to Order:** at 3:59pm by Norton Pease
2. **Approval of Agenda**
 - Motion was made by Mark Seiffert
 - Second was made by Valerie Guyant
 - Norton let the group know that there will be hard deadlines from this meeting on.
 - Call for the question
 - Approved by all
3. **Approval of Minutes:** from February 5, 2018
 - Motion was made by Curtis Smeby
 - Second was made by Jack Bieger
 - Call for the question
 - Approved by all the minutes as written

4. Discussions

- **Advisory Boards**
 - People in the community for help
 - People who specialize in the subject
 - Employers, Alumni, past employers
 - COTS has several advisory boards
 - Ask and see what information one can get from them to make this happen
- **Program Reviews**
 - Assessment and program identified
 - Move into TaskStream
 - All information needs to be in TaskStream at the end of Spring 2018 semester
 - Goals and Objectives be met
 - Continuous improvements
- **Assessment**
 - What assessment tool to use
 - Nathan Lyndsey from U of M has been asked to come to Northern
 - Gen Ed Brainstorm
- **Mission Statement**
 - Mission – no statement
 - Each program should have a mission statement
 - Should have objectives
 - Needs to be revisited
 - If you think of a mission statement pass along to Carol
- **Ed S Degree**
 - Hand out from Darlene
 - Feed back
 - Not a duplicate
 - Delivery is different
 - Intensive weekends
 - Regional population
- **Online Overload**
 - Mark Seiffert started the conversation about Online Overload
 - Why overload should be clarified
 - What is the definition of
 - i. Poly Com
 - ii. WebEx

5. **Proposals:**

- Motion was made to approve the following by Darlene Sellers
 - #6, 12, 13, 14, 15
- Second was made by Mark Seiffert
- Call for the question'
- Approved by all
 - #6 English – Secondary Education
 - #12 English/Writing – College Writing I with Lab
 - #13 English – LIT 375
 - Change the 375 for 3XX
 - #14 Theater
 - #15 Inclusion in the Gen Ed Core – LIT 230
- Proposal # 11 Bachelor of Arts in English
 - Only Online English
 - Motion was made by Darlene Sellers
 - Second was made by Jack Beiger

6. **Committee Reports:**

- **Admissions and Standards** (3 members from each college)
 - Members are: Joel Soiseth, Jamie Underwood, Chad Spangler, Wane Boysun, Bill Danley, Lorren Schlotfeldt
 - Meets every Friday at 3pm
 - Lot of late Petition due to co-ops
- **Curriculum** (3 members from each college)
 - Members are: Joey Todd, Terri Hildebrand, Valerie Guyant, Jeremy Hofman, Jim Kirkpatrick, Bryon Ophus (chair), Joey Todd
 - Will be meeting soon
- **Financial Aid** (3 members from each college)
 - Members are: Virginia Braithwaite, Jaime Duke, Maureen Odegard, Mary Verploegen, Barb Zuck, Jeremy Hofman, Cindy Small
 - Excellent Student Awards will be on Friday, April 6, 2018 10a-1p in the SUB
- **Cultural Development** (2 members from each college along with invites to Northern Foundation Director, the Havre High School Drama Director and the Public Information Director)
 - Members are: Samantha Balemba, Kevin Holzworth, Josh Meyer, Cristina Underwood
 - Need to assign a new chair
 - Samantha Balemba is the new chair

- **Library** (2 members from each college)
 - Members are: Joey Todd, Cristy Ozburn, Brandon Matson, Jim Kirkpatrick
 - Have not met

- **Instruction, Research and Faculty Development** (2 members from each college along with the Provost as a non-voting member)
 - Members are: John Snider, Kevin Ruby, Eleazer Resurreccion, Samantha Balemba, Valerie Guyant
 - No report at this time

- **General Education** (3 members from each college along with the Provost as a non-voting member)
 - Members are: Gary Succaw, Terri Hildebrand,(chair) Kasthuri Udayakumar, Spike Magelssen, Rodney Ridenour, Jeremy Siemens,
 - Need a new Chair starting this fall 2018
 - Tyrgve Magelssen is the acting chair
 - Norton Pease is the new member

- **Instructional Technology** (2 members from each college and the Director of Information Technology Services (non-voting), Director of Extended University (non-voting), Provost (non-voting)
 - Members are: Chad Spangler, Valerie Guyant, Jay Howland, Lanny Wilke, Marianne Hoppe
 - Has not met

- **Graduate Council** (one representative from each graduate program, two at large representatives (one from each college)with an earned doctorate, the chairs of each college; non-voting members are the following, Provost, Director of Endorsements, the Deans of each college.
 - Members are: Virginia Braithwaite, Darlene Sellers, Curtis Smeby, Norton Pease, Carol Reifschneider, Joey Todd, Randy Bachmeier, Terri Hildebrand, Steven Don, Eleazer Resurreccion
 - Meeting April 3, 2018

7. **Announcements:**

- Marianne would like to know about what software is needed for students.
 - She is taking orders now
- Check your emails for the Union Meeting
 - Contract Negotiations
 - April 5, 2018
- March 30th - No classes, Offices are open
- April 5th – Hunter Safety
- Student Excellence Awards luncheon
- April 9th – 11th - SkillsUSA
- April 11th – Second Annual International Poetry Day
- April 19th – TekNo Expo
- April 28th – Annual Bowtie Ball
- April 30th – May 4th – Finals Week

- May 5th – Commencement Ceremony
 - May 14th – May and Full Summer Sessions Begin
 - May 22nd – Montana Council of Deans
 - May 23rd and 24th – Board of Regents
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8. **Adjournment:** at 4:54pm