

College of Arts, Sciences and Education
College Meeting
Virtual
November 24, 2020
4:00pm

Members: Randy Bachmeier, Samantha Balemba, Jack Beiger, Grant Bowker, Christopher Busch, Vickie Clouse, Casey Donovan; Connie Filesteel, Valerie Guyant, Gwen Hart, Steve Hesske, Terri Hildebrand, Shawn Huse, Steve, Neil Moisey, Chris Mouat, Joyce Mphande-Finn, Grant Olson, Cristy Ozburn, Carol Reifschneider, Andrew Rolin, Mark Seiffert, Darlene Sellers, Curtis Smeby, Joel Soiseth, Gary Succaw, Tyson Thivierge, Joey Todd, Mary Ward

Members Present: Randy Bachmeier, Samantha Balemba, Jack Bieger, Grant Bowker, Christopher Busch, Casey Donovan, Valerie Guyant, Gwen Hart, Terri Hildebrand, Neil Moisey, Grant Olson, Cristy Ozburn, Carol Reifschneider, Mark Seiffert, Darlene Sellers, Curtis Smeby, Joey Todd

Chair: Valerie Guyant

Minutes: Debra Bradley

1. **Call to Order:** at 4:01m by Valerie Guyant
2. **Approval of Agenda:**
 - Motion to approve was made by Grant Bowker
 - Second was made by Mark Seiffert
 - Question
3. **Approval of Minutes:**
 - 10/27/2020
 - Motion to approve was made by Mark Seiffert
 - Second was made by Jack Beiger
 - Question
 - Approved
4. **Discussion:**
 - Plagiarism
 - System in place
 - Care Report?
 - Communication
 - Academic Dishonesty

- Academic Senate Form
 - 99-13
- Clearinghouse for MSUN
- Student Handbook
- Form was in the student handbook until 8 years ago
- Dean of Students and the Provost need to be involved
- Policy
 - Add a signature line for the student
- Making a new draft
 - Go through the College and then to Academic Senate or just through the Senate?
- Who is keeping track of these reports
 - Registrar office
- Start with the College, then through the Academic Senate then to the U.A.C for final approval of the policy and procedure.
- OTLE could be the conduit to talk about plagiarism during the Faculty Orientation
- Policy in syllabus
- Put in Early Warning?
- Provost is forming a committee to talk about this issue –
 - Barb Zuck, Grant Olson, Samantha Balemba
- Provost Moisey made to note that today is November 24, 2020 and Northern made it to this date with face to face classes.

5. **Proposals:**

- # 40 M121 College Algebra Lab
- # 41 M 105L Contemporary Math Lab
- # 42 M 105 Contemporary Math
- # 43 M 121 College Algebra
 - Together
 - Motion to approve was made by Carol Reifschneider
 - The second was made by Grant Olson
 - Question
 - Approved
 - Students can take class on M W F
 - Take the lab if needed or when they have time on T R
 - Motion to approve was made by Mark Seiffert
 - The second was made by Joey Todd
 - Question
 - Approved

- # 44 WRIT 122 Intro to Business Writing
 - Steve Hesske, Gwen Hart, Valerie Guyant worked on this proposal together
 - This class will bring in more students
 - In the CNN
 - Gen Ed course in Miles City Community College
 - Next step is to remove WRIT 101
 - Add the work “Bids” with the Plumbing component
 - COTS
 - WRIT 108 has not been approved for Gen Ed and will not transfer to another college or program
 - The motion to approve was made by Carol Reifschneider
 - The second was made by Randy Bachmeier
 - Question
 - Approved
- # 45 WRIT 122 Intro to Business Writing Inclusion to the Gen Ed
 - The motion to approve was made by Mark Seiffert
 - The second was made by Jack Beiger
 - Question
 - Approved

6. Dean’s Report:

- Fee timelines
 - Make sure to get the forms completed and into the Dean’s office as soon as possible.
 - These have to also be approved by the Student Senate
 - Then the BoR in May
 - Think on how to use these fees
 - Consumables or Program
- Also noted that Northern made it to November 24, 2020 keeping face to face classes.

7. Chair’s Report:

8. Adjournment:

- Motion to adjourn the meeting was made by Carol Reifschneider
- The second was made by Valerie Guyant and Jack Beiger
- Approved
- Meeting adjourned at 4:58pm