



# MONTANA STATE UNIVERSITY NORTHERN

College of Education, Arts & Sciences and Nursing

College Meeting

Cowan Hall 300

February 5, 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, Valerie Guyant, Marvin McClendon, Cristy Ozburn, Mary Pappas, Norton Pease, Charles Pollington, Carol Reifschneider, Mark Seiffert, Darlene Sellers, Curtis Smeby, Joel Soiseth, Chad Spangler, Joey Todd, Jamie Underwood

Special Guest: Neil Moisey, Provost

**Chair:** Norton Pease

**Minutes:** Debra Bradley

1. **Call to Order:** at 4:00pm by Norton Pease
2. **Approval of Agenda**
  - a. Motion was made by Mark Seiffert
  - b. Second was made by Jamie Underwood
  - c. Call for the question
  - d. Approved by all
3. **Approval of Minutes:** from November 29, 2017
  - a. Motion was made by Jamie Underwood
  - b. Second was made by Mark Seiffert
  - c. Call for the question
  - d. Approved by all the minutes as written

#### 4. Discussions

##### a. Advisory Boards

- i. People in the community for help
  - a. People who specialize in the subject
  - b. Employers, Alumni, past employers
2. COTS has several advisory boards
  - a. Ask and see what information one can get from them to make this happen

##### b. Program Reviews

- i. Rotating schedule
- ii. 7 years of assessment
- iii. What needs improvement
- iv. What needs to grow
- v. What needs to be let go
- vi. There are information sheets that need to be filled out and brought to the Dean's Office

##### c. Assessment

- i. Taskstream
  - a. How are things going?
  - b. It was suggested to make a book or booklet called "Taskstream for Dummies"
  - c. Doodle Poll will be sent out for class(s) for next week

##### d. Mission Statement

- i. Mission – no statement
- ii. Each program should have a mission statement
- iii. Should have objectives
- iv. Needs to be revisited
- v. If you think of a mission statement pass along to Carol

##### e. Budgets – Neil Moisey

- i. 78 students down
- ii. Core Leadership estimates that each student cost \$5,000.00 for each semester they are here on campus
- iii.  $78 \times \$5000.00 = 390,000.00$  for the budget
- iv. Impact using adjuncts is \$125,000.00
  - a. Will look at Fall 2018
  - b. There are two initiatives about student retention
  - c. Should have received a list from Tracey Jette
  - d. 120 students are on that list
  - e. Need to have more than 55-60% retention
  - f. Looking at outside and in state fee waivers
  - g. Upper division and low division
  - h. WUE vs Athletics

**5. Nominations for Academic Senate**

- a. Nursing Department – no one eligible
- b. Gary Succaw tossed in his name
- c. Curtis Smeby tossed in his name
- d. Nominations will be taken till 02/06/2018 3:00pm

**6. Proposals:**

- a. #10 PSYX 460 Sports Psychology (KIN440)
  - i. Change the 460 to 4xx
  - ii. Registrar's office gives it a number
  - iii. Is an elective
  - iv. KIN440 and PSYX 4XX same class
  - v. Motion was made by Mark Seiffert to approve
  - vi. Second was made by Chad Spangler
  - vii. Call for the questions
  - viii. Approved by all

**7. Committee Reports:**

- a. **Admissions and Standards** (3 members from each college)
  - i. Members are: Joel Soiseth, Jamie Underwood, Chad Spangler, Wane Boysun, Bill Danley, Lorren Schlotfeldt
  - ii. Meets every Friday at 3pm
  - iii. Have been meeting
- b. **Curriculum** (3 members from each college)
  - i. Members are: Joey Todd, Terri Hildebrand, Valerie Guyant, Jeremy Hofman, Jim Kirkpatrick, Bryon Ophus (chair), Joey Todd
  - ii. No report at this time
- c. **Financial Aid** (3 members from each college)
  - i. Members are: Virginia Braithwaite, Jaime Duke, Maureen Odegard, Mary Verploegen, Barb Zuck, Jeremy Hofman, Cindy Small
  - ii. No report at this time
- d. **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)
  - i. Members are: Samantha Balemba, Kevin Holzworth, Josh Meyer, Cristina Underwood
  - ii. No report at this time
- e. **Library** (2 members from each college)
  - i. Members are: Joey Todd, Cristy Ozburn, Brandon Matson, Jim Kirkpatrick
  - ii. No report at this time
- f. **Instruction, Research and Faculty Development** (2 members from each college along with the Provost as a non-voting member)
  - i. Members are: John Snider, Kevin Ruby, Eleazer Resurreccion, Samantha Balemba, Valerie Guyant
  - ii. No report at this time

- g. **General Education** (3 members from each college along with the Provost as a non-voting member)
    - i. Members are: Gary Succaw, Terri Hildebrand,(chair) Kasthuri Udayakumar, Spike Magelssen, Rodney Ridenour, Jeremy Siemens,
    - ii. Meets every second Monday of the month at 4pm
    - iii. Met on September 2018
  - h. **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)
    - i. Members are: Chad Spangler, Valerie Guyant, Jay Howland, Lanny Wilke, Marianne Hoppe
    - ii. Has not met
  - i. **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.
    - i. Members are: Virginia Braithwaite, Darlene Sellers, Curtis Smeby, Norton Pease, Carol Reifschneider, Joey Todd, Randy Bachmeier, Terri Hildebrand, Steven Don, Eleazer Resurreccion
    - ii. Meeting on February 13, 2018 at 2pm
8. **Announcements:**
- a. Syllabus and office hours are still needed
    - i. See Debra as she has the list.
  - b. Summer Courses
    - i. End of February for summer classes
    - ii. See Carol or Norton with concerns
    - iii. Meeting this week to get started
    - iv. Will be sending out an email about Fall 2018 classes
  - c. We Love Northern Ball - 02-10-18
9. **Adjournment:** at 4:54pm