

Advisory Council Minutes

Date: March 30, 2023

Time: 4:00 p.m.

Present: Gregory D. Kegel, Carol Reifschneider, Maura Gatch, Darci Hertz, Corey Kopp, Carmen Lunak, Cindy Small, Debra Bradley, Jaime Duke, Jennifer Anderson, Jodi Kueffler, Joseph Todd, Marianne Hoppe, Morgaine Milligin, Steven Don, Valerie Guyant

February 23, 2023 Minutes

A motion was made to accept the minutes as presented. Said motion was seconded and carried.

All “N” Strategic Plan

Vice Chancellor Maura Gatch presented the 2023-2033 All “N” Strategic Plan to formally accept. Following discussion, a motion was made to formally accept the 2023-2033 All “N” Strategic Plan as presented. Said motion was seconded and carried.

Policy Review

Policy #402.1 University Catalog and Course Master File

Interim Provost Carol Reifschneider presented Policy #402.1 University Catalog and Course Master File, which updated review dates, responsible party title, and committee names. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #403.1 Program Review

Interim Provost Carol Reifschneider presented Policy #403.1 Program Review, which updated review dates, responsible party title, and website address incorporated in policy. Following discussion, a motion was made and seconded to accept the revised policy. Said motion was approved.

Policy #501.1 Class and Course Assignments of Courses Due to Low Enrollment

Interim Provost Carol Reifschneider presented Policy #501.1 Class and Course Assignments of Courses Due to Low Enrollment, which updated review dates and responsible party title. Clarification was also given to decisionmakers, timeline, and the effect class cancellation has on students. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #601.2 Academic Misconduct

Interim Provost Carol Reifschneider presented Policy #601.2 Academic Misconduct, which updated review dates, responsible party title, and clarified procedures. Following discussion, a motion was made to accept the revised policy with the review date changed to March 2024 to review how artificial intelligence apps affect higher education over the next year. Said motion was seconded and carried.

Policy #602.1 Student Grade Appeal Process

Interim Provost Carol Reifschneider presented Policy #602.1 Student Grade Appeal Process, which updated review dates, responsible party title, clarified language and removed Section 5 Grade Changes. Following discussion, a motion was made to accept the revised policy. Said motion was seconded and carried.

Policy #1003.3 Aids

Chancellor Greg Kegel presented Policy #1003.3 Aids to be repealed based on Board of Regents Policy #1908 recently being repealed. Following discussion, a motion was made to repeal the policy. Said motion was seconded and carried.

Policy #1140 Misconduct in Research and Creative Activity

Interim Provost Carol Reifschneider presented Policy #1140 Misconduct in Research and Creative Activity, which updated review dates and responsible party title along with the addition of a set time period for assessment. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #1320 Copying and Use of Computer Software

Acting Chief Information Officer Marianne Hoppe presented Policy #1320 Copying and Use of Computer Software, which updated review dates and clarified the language to reflect computer software copyright laws. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #1321 Passwords

Acting Chief Information Officer Marianne Hoppe presented Policy #1321 Passwords, which updated review dates and added password clarification when multi-factor authentication used. Following discussion, a motion was made and seconded to accept the revised policy. Said motion carried.

Policy #1322 Procurement of Information Technology Equipment and Software and Procedure

Acting Chief Information Officer Marianne Hoppe presented Policy #1322 Procurement of Information Technology Equipment and Software and Procedure. Following discussion, a motion was made to table this policy for further revisions to be included in the revised policy. Said motion was seconded and carried.

Announcements

ASMSUN President Morgaine Milligin announced ASMSUN Student Senate Elections are open.

ASMSUN President Milligin shared there are twenty (20) submissions for the Golden "N" Award.

ASMSUN President Milligin reported student senate passed a resolution approving student fee increases including a flat fee for student activity fees.

Dean Corey Kopp shared the National Survey of Student Engagement (NSSE) was sent out by email to first year and senior students.

Vice Chancellor Maura Gatch reported registration for the Summer Orientation Advising Registration (SOAR) event has opened.

Ms. Cindy Smith announced that Award's Day is set for March 31st and we will be awarding \$50,000 more than last year. The newly created scholarship program helped to spread the wealth with 240 students receiving scholarships compared to 180 students last year.

Interim Provost Carol Reifschneider shared the Montana Grow Your Own Educator Celebration was held this week at the College of Great Falls.

Interim Provost Carol Reifschneider announced Havre Literary Night will be held April 14th featuring local award-winning authors in fiction and poetry.

Vice Chancellor Darci Hertz advised the budget template has been sent out and is due back by April 28th.

Associate Professor Valerie Guyant shared academic senate is updating forms.

Professor Steven Don reported advanced registration has begun for returning students.

Ms. Carmen Lunak shared Student Support Services is helping students with the process of applying to graduate schools.

Ms. Marianne Hoppe reported an update for WebEx will be pushed out this week.

Associate Professor Joseph Todd reported searches are wrapping up for Psychology and Teacher Education HPE positions.

Ms. Debra Bradley shared AFSCME Local 2235 officer elections will be held on April 20th. Ms. Bradley will be stepping down as President due to her approaching retirement.

Interim Dean Jaime Duke reported she is working with Stone Child College on an articulation agreement in Integrated Health.

Ms. Jennifer Anderson reported the College of Great Falls transfer day did not have as many students as they hoped due to FFA being scheduled at the same time.

Chancellor Kegel reported the Office of the Commissioner of Higher Education (OCHE) is closely watching House Bill 517 as it affects the authority of the Board of Regents. House Bill 13 which is the State Employee Pay Plan is moving forward. House Bill 5 also continues to move forward with a significant amount of money for infrastructure on Northern's campus.

Chancellor Kegel announced Jay Pyette will be speaking at commencement this year.

Next Meeting: April 20, 2023 at 4:00 p.m.

Meeting adjourned at 4:47 p.m.