



MONTANA STATE UNIVERSITY NORTHERN

Academic Senate
Tuesday, September 13, 2016
4:00p
Brockmann Conference Room
Meeting Minutes

Membership: Lorren Schlotfeldt, Steven Don, Darlene Sellers, Fred Smiley, Mark Seiffert, Lanny Wilke, Spike Magelssen, Arlys Williams, Rodney Ridenour, William Rugg, Jamie Underwood

Members Present: Lorren Schlotfeldt, Jamie Underwood, Arlys Williams, Rodney Ridenour (phone), Steven Don, Spike Magelssen, Mark Seiffert, Fred Smiley, and Darlene Sellers – Lanny Wilke and William Rugg are attending the BoR Meeting in Billings, MT

Recorder: Debra Bradley

Call to Order:

Lorren made the call to begin the meeting at 4:00p

Minutes:

Darlene made the motion, Jamie made the second to approve the minutes. Motion was made and all approved the minutes of April 12, 2016.

Provost/Chancellor Updates:

William Rugg is in Billings for the BoR Meeting

External Committee Reports:

- **NWCCU**
 - Campus visit will October 10th-12th, 2016
 - 9 people will be on campus
 - Meetings will be scheduled throughout the three days while the group is here
- **Taskforce Meetings**
 - Steven and Norton Pease have been doing training for this assessment
 - Make sure that 2015-2016 outcomes are completed
 - Deadline to have the assessments completed is October 12, 2016
- **Strategic Action Teams**
 - Have not met for a while
 - Have been busy with updating polices and getting those that have been corrected to UAC

- **UAC**
 - Approval body for S.A.T.
 - Updating policy and procedures

Senate Committee Reports:

- **Admissions and Standards**
 - Members are: Wane Boyson, Amy Crowder-Klobofski, Bill Danley (Chair), Joel Soiseth, Jamie Underwood
 - Have been meeting every Friday
- **Cultural Development**
 - Members are: Josh Meyer, Fred Smiley, Kevin Holzworth, Cristy Ozburn
 - Have been meeting and will send Lorren their reports
- **Curriculum**
 - Members are: Terri Hildebrand, Jeremy Hofman, Byron Ophus (Chair), Joey Todd, Arlys Williams
 - Met last month
- **Financial Aid**
 - Members are: Virginia Braithwaite, Jeremy Hofman, Bob Johnke, Mary Verploegen (Chair), Amy Crowder-Klobofski, Barb Zuck
 - Have been meeting and have been sending their reports to Lorren to be posted
- **General Education**
 - Members are: Terri Hildebrand (Chair), Spike Magelssen, Rodney Ridenour, Jeremy Siemens, Gary Succaw, Arlys Williams
 - The new chair is Terri Hildebrand and Norton Pease has stepped down from the committee
- **Graduate Council**
 - Members are: Virginia Braithwaite, Randy Bachmeier, Norton Pease, Carol Reifschneider, Darlene Sellers, Curtis Smeby(Chair), Larry Strizich, Steven Don, Eleazer Resurreccion, Vonnie Pattison, Joey Todd, Terri Hildebrand
- **Instruction, Research & Faculty Development**
 - Members are: John Snider, Eleazer Resurreccion, Kevin Ruby, Lanny Wilke (Chair), Paul McKenzie-Jones
- **Instructional Technology**
 - Members are: Kevin Carlson, Tom Welch, Chad Spangler, Valerie Guyant
- **Library**
 - Members are: Cristy Ozburn, Joey Todd, Tom Welch, Jim Kirkpatrick

Proposals:

- 15-22 Paramedic Course Completion
- 15-23 Advanced EMT Course Completion
- 15-24 EMT Course Completion
- 15-25 Emergency Responder Course Completion
- 15-26 Paramedic w/ Critical Care Prep Transition
 - Arlys passed out a form that explained the Emergency Medical Services Program from the certificates through to the BS.
 - Change the name to Paramedic Prep Course Completion was suggested

- Once one has completed the five courses under the certificate one will be able to take the national test to become nationally certified.
- How many credits does a certificate needs just to be a certificate of the college and not send to BoR?
- Add the Applied to the certificates and contact Alisha about this issue.
- The total credits do not equal up. Arlys to look in to that and get back to the members.
- All the proposals were tabled till questions from Byron, the chair of Curriculum Committee could answer them. Arlys to look in to this issue. Lorren will contact Byron as to why these proposals were tabled.
- Darlene has made several corrections to the Academic Proposal Request Form on each proposal from NRSG. Darlene gave Arlys the corrections that she made.

Old Business:

- Darlene and Spike to take a look at each committee and report back(still needs to be reported on with their findings)
- Lanny made a motion chair of each committee to look at the missions of each committee to see if the vision statement need to be revised or make recommendations if the committee is still necessary. Report back to the Academic Senate and that committee will act from there. Steve and Darlene second the motion. All approved. (still needs to be reported on with the findings)
- Lanny and Darlene to work on By-laws for the sub committees
 - There are some suggested revisions

New Business:

- Mark's Birthday is today.....
- If a committee tables a proposal what happens and why.
 - Debra has been charged to make a template of why this proposal was tabled to go along with the proposal forms.
- Orientation Week
 - Sexual Harassment training
 - Form a committee or group
 - Education issue that becomes a money issue
 - Staff and faculty unknown issue
 - Surveys – HR or another group/committee to look at colleges that are the same size and also look at student services
 - Student Services to also be included

Adjournment:

- Lorren made the motion
- Steven second the motion,
- approved at 4:51pm

Respectfully Submitted by,
Debra A. Bradley