

Welcome to Faculty Senate!

Stephanie McCalla

Faculty Senate Chair

Chemical & Biological Engineering

Rob Maher

Faculty Senate Chair-Elect

Electrical & Computer Engineering

Gentle Reminders

- Faculty Senate is an open and public meeting
- Please, only Senators speak in the meeting, unless you are specifically called on by the Chair or Chair-elect to speak
- Please let others speak; everyone should get a chance to speak before someone else speaks twice.
- Public may address the Senate at end of the meeting during public comment
- Be kind to each other.

Approval of FS Minutes from November 6, 2024

- Do I have a motion to approve? Second?
- Any discussion?
- All those in favor of the motion indicate by saying aye
- Those not in favor of the motion indicate by saying nay
- Any abstaining?

FYI Items

- Honorary Degree Nominees discussed at next meeting (Dec 4)
- CFE Canvas workshop, Wednesday December 4, 11-12, Norm Asbjornson Hall 149
- Fall Break – it may be possible, but not before Fall '27. Will continue discussion
- Policy on make-up exams

Policy on Make up Exams - Details

- dropping an exam is still generally an acceptable option (no regulations involving this current or pending except in cases of reasonable accommodations for disability, pregnancy or religion)
- under certain circumstances, students may need to be provided with a make up exam or assignment if the student has a qualifying disability that is recognized through the office of disability services: "flexible scheduling accommodation"
- Very few students (~180 in the whole university) have this accommodation
- Even with the accommodation, this does not necessarily mean that the individual is entitled to a make up exam or assignment; in these cases, the faculty should talk with the student and the office of disability services to understand whether a make up exam or assignment might be appropriate as a reasonable accommodation
- There are some exams and assignments where it is not reasonable to allow a student to make them up at a later date or time; in these cases a make up exam or assignment would not be required and it would be entirely up to the faculty on how they handle such requests
- While there are already some relevant policies already on the books (both in terms of the discrimination, harassment and retaliation policy, as well as the student accommodations policy) there is no distinct policy or guidance on this specific issue (e.g., make up exams instead of general accommodations) currently at MSU
- working group is writing a policy to define
 - the process to request such an accommodation, which would include communication and consultation with the faculty of a given course before an accommodation was granted;
 - The considerations and circumstances where such an accommodation might be appropriate
 - That any requests that fall outside of the accommodation process must be directed specifically to faculty for them to decide, consistent with their existing practices or syllabus

Being a Leader and the Effective Exercise of Leadership



Spring 2025 | In-Person & Online

a professional development course

THE takeaways

You will leave this course being a leader and exercising leadership effectively as your natural self-expression

Significant breakthroughs in one's professional and personal lives – in any environment, under any circumstances;

Reconnection with one's power to make things happen, and with the source of aliveness that generates the desire to make noteworthy contributions to others;

Support in developing or creating one's own leadership project;

Discovery of how to deal with personal or organizational inertia and lack of motivation in teams; working in a way that speaks to every member of a team;

Reframing of one's roles (researcher, professor, support staff, parent, public servant, etc.) as opportunities for self-expression and contribution to something bigger than oneself.

Certificate of completion awarded by **FOLE**.



WHAT YOU agree to



Full participation in the 40-hour course

Completion of preparatory readings before the start of the course



SPRING 2025

Jan 9/10 & May 14
In-person, MSU
9am-4pm

Jan-May, Tuesdays
Online weekly
11am-12:30pm



Registration
Oct. 15 - Jan. 6

(Register early to ensure a spot)



Certificate of completion awarded by **FOLE**.



THE TEAM of instructors



Dr. Jeri Echeverria
Former Executive Vice Chancellor and Chief Academic Officer of the California State University System, Professor and Provost Emerita, Fresno State, Foundation of Ontological Leadership Education Founder



Dr. Miriam Carey
Professor (retired) Economics, Justice & Police Studies Mount Royal University Being a Leader Course Leader and Creating Course Leaders Facilitator



Duke Elliott
Being a Leader Course Graduate and Leader MSU Engineering & Utilities

DO YOU HAVE questions?

For more information, please contact **Duke Elliott** at duke.elliott@montana.edu

Pre-course calls:
Tuesdays 11am-12p MST
on Oct 22, Nov 12, Dec 3, Jan 7

PROJECT Collaborators



Leadership Fellows Certificate Program
Office Research Economic Development

Registration

Oct. 15 - Jan. 6

(Register early to ensure a spot)



FYI Item: Student Art Wall Competition



- Norm Asbjornson Hall, central atrium area "art wall" opportunity.
- Students from any major prepare a proposal for installation in the 10' x 20' wall area on the second floor.
- Proposals are due by Friday, January 17, 2025
- \$2500 scholarship prize, plus costs for materials and installation
- <https://coe.montana.edu/art/>

Informational Update: Graduate Council

- Grad School held an informational "open house" event. More than 700 (!) prospective students participated live and online.
- Grad student representatives presented findings from Grad Student Leadership Council Forums. Key issues are:
 - Housing: cost and availability
 - GRA/GTA stipends and fees
 - Health insurance
 - Student safety
- Ex: grad average monthly stipend \$2,042 (\$1,277 in summer), while necessary expenses total \$1,848.

Academic (Deans) Council Update

Mission

- Enhance the research enterprise at MSU and provide guidance and recommendations for strategic investments to facilitate discovery on the MSU campus.
- Meet monthly, one faculty senate rep

Last meeting: November 15, 2024

- A. Level I: Request to retitle BS in Microbiology – Environmental Health option to BS in Environmental Sciences – Environmental Health option
- B. Request to Plan: Request to establish a Masters of Agriculture in Professional Horsemanship
- C. Request to Plan: Request to establish a Bachelor of Science in Agricultural Sciences
- D. Request to Plan: Request to establish a Masters of Agriculture in Agricultural Sciences
- Proposed Changes to HR policies: Jeannette Grey Gilbert

Research Council Update

October 23, 2024 (also meeting today)

- New Goals
 - Developing Guidance
 - Undergraduate Research Program
 - Seminars
 - Chemical Inventory
 - Research Security Training
 - Research Administration Software
 - Best practice for Instructional Support
 - Goals for large interdisciplinary projects
 - New strategic plan
- Building indicators for success: Core Facilities
- Deciding on new Research Administration Software soon (possible that ePCF will change as soon as next year)
- Lab sustainability program → look out for new website/outreach
- Discuss UG and Grad research

Informational Update: Pilot Enterprise Car Share Program

Chris Calett, Director of Central Operations
John How, Director of Campus Planning, Design and Construction

Cancelled - Reschedule in Spring

Informational Update: Revised HR policies

Jeannette Grey Gilbert, Chief Human Resources Officer

https://www.montana.edu/policy/hr_policies/index.html

2024 Human Resources Policies Revisions

- HR policies reviewed every three years
- Comprehensive review by HR, Legal Counsel
- Input from stakeholders
 - Faculty senate
 - All staff council
 - Gender equity alliance
 - A&F executive team
 - HRBP discussions with units



2024 Human Resources Policies Revisions

- Goals:
 - Clearer and more accurate language
 - Changes required by law or policy (i.e. holidays policy)
- Principle:
 - Most HR policies driven directly or indirectly by Montana Code Annotated (MCA), federal law (FLSA, FMLA) or Board of Regents policy
 - We have authority to adjust some parts, not others
- If policy not included here, no substantive changes being proposed



Annual Leave

- Align language with bi-weekly payroll
- Supervisors responsible for managing annual leave
 - Was department
- Annual Leave use in 15-minute increments
 - Was 30-minute increments
 - 15 minutes aligns with the FLSA (differs by CBA)
- Only sick leave can be donated



Lactation Policy

- Use lactation throughout policy rather than breastfeeding
- Building supervisor responsible for family care rooms
- Requirement that employee request and coordinate with their supervisor for use of family care room



Donated Sick Leave

- Align definition of immediate family member with FMLA policy and federal law

c. Immediate Family Member.

The employee's spouse, child, or parent, as defined in the *Family and Medical Leave Act of 1993*, and any member of the employee's household, or any parent, child, grandparent, grandchild, or corresponding in-law.



Donated Sick Leave

- Clarifications:
 - All leaves must be exhausted before using DSL
 - Medical certification required
 - DSL requires consecutive 10-day absence for each medical condition
 - Added contact HR for approval



Drug, Alcohol, & Tobacco Free Workplace

- Replaced “unlawful and unauthorized” to “either unlawful and/or unauthorized”
 - Ensures that offenses involving unauthorized legal drugs are also prohibited (i.e. alcohol, marijuana)



Employment Background Checks

- HR has authority to waive background checks, departments do not



Holidays and Holiday Pay

- Removed General Election Day as a paid holiday per HB 13
- Holiday Exchange – removed language about substituting business days for the days surrounding Christmas and New Years
- Removed reference to holiday “cash-out.”
 - Never been our practice and not consistent with BOR policy.
- Added new policy for floating holiday per HB 13



Leave Without Pay

- Title changed from Leave of Absence without Pay to Leave Without Pay
- Added that consultation with HR is required in the event of an extended absence
 - We are required to report these to Commissioner's office
- Does not change BOR faculty Leave Without Pay policy 801.3



Maternity & Parental Leave Policy

- Updated with gender neutral language
 - Ex: replace “a woman’s” to “an employee’s”



Mobile Communication Devices

- Replaced language re: University no longer issuing devices, replaced with language for issuing an allowance



Non-employee appointments

- Changed policy title from Courtesy Affiliate to Non-Employee appointment
- Added, “A non-employee may not displace a paid position or service that requires compensation from MSU under law or policy”
 - Clear language consistent with FLSA and MT wage and hour law
- Human Resources consultation required
- Background check required



Perf Management & Progressive Discipline

- Expanded language for involuntary termination including:
 - unlawful and/or unauthorized use, possession, manufacture, distribution, purchase, and sale of drugs, alcohol or controlled substance
 - Violation of Drug, Alcohol and Tobacco Free policy
 - Any leave abuse
 - Lewd conduct on employer's premises
 - Violation of nondiscrimination, harassment and retaliation policy
 - Added fraud and dishonesty with theft



Separation from Employment

- Departments must consult with HR for post-retirement employment
- MSU will choose resignation/retirement date if employee does not identify one after giving notice
- Separation can't be extended by giving date beyond expiration of contract or appointment
- Term checklist must be completed by department
- Department must initiate retiree separation checklist
- Leave without pay cannot extend probationary period



Sick Leave

- Allow use in 15-minute increments rather than 30
- Added requirement for medical note after 5 consecutive days sick

6. ~~MEDICAL CERTIFICATION~~ Documentation

After consultation with University Human Resources, the supervisor may require medical ~~certification documentation~~ to confirm the appropriate use of sick leave, including the need to care for an ill or injured immediate family member, using the procedures approved by University Human Resources. Medical documentation is required for an absence of more than five (5) consecutive working days.



Compensation Administration

- Title change from Staff Classification and Compensation Administration to Compensation Administration
- HR has responsibility for ensuring compliance with applicable BOR policies for:
 - Classified
 - Letters of Appointment (a contract)
 - MUS contracts



Volunteers

- Added that volunteers may not displace regularly employed workers/positions
- Added that employees may not volunteer to provide the same or similar type of services that they are employed to provide
- Added that volunteers subject to background checks
- Human Resources responsible party



Undergraduate Courses and Programs

Courses – First Reading

[HSTA 474](#): Fire in America

[SOCI 433](#): Sociology of Homelessness

Courses – Second Reading

AGTE 422: Data Analysis and Management for Digital Agriculture

ARCH 113: Introduction to Architecture Professional Practice & Career

ARCH 161: Introduction to Architectural Graphics

ERTH 462: Advanced Geomorphology

FILM 353: Advanced Television Production

HTR 350: Hospitality Purchasing & Cost Control

HTR 365: Entrepreneurship & Innovation in the Hospitality Industry

SOCI 444: Sociology of Trafficking and Erotic Labor

TE 303: Circuit Construction and Troubleshooting

Course Changes – First Reading

- i. [BGEN 499](#): Senior Thesis/Capstone: Strategy Seminar
 - 1. Reducing the credits from 4 to 3 and thereby discontinuing the lecture component. Overtime the faculty have found this extra credit/lecture were not adding value. This change also brings the course into alignment with others in the CCN.
- ii. [ECIV 308](#): Construction Practice
 - 1. Change from lecture and lab to just lecture course. Lab was for blueprints which is no longer required for this class.
- iii. [EDEC 450](#): Language and Literacy in Early Childhood
 - 1. Title change from Literacy in the EC Classroom
 - 2. The name of the course was changed to better reflect the content and learning outcomes.
- iv. [BIOM 499](#): Senior Capstone
 - 1. Change from Biotechnology Capstone

Course Changes – First Reading (continued)

v. [ETCC 499R](#): Capstone: Construction Engineering Technology

1. Change from 2 to 3 credits

2. We are increasing the course credits from 2 to 3 credits as part of an effort to streamline the CET program. The additional credit will be used to primarily cover material on construction documentation that has previously been covered in a separate course.

vi. [HTR 475](#): Integrative Hospitality Simulation

1. Moving from face to face to online

vii. [LARC 331](#): Planting Design

1. Change from 1-3 credits to 4 credits

Course Inactivations – First Reading

i. [AGSC 455](#): Molecular Plant-Microbe & Insect Interactions

1. No longer offered. Has been replaced with BIOM 465 “Plant-Pathogen Interactions.

ii. [AGSC 465R](#): Health, Agriculture, Poverty

1. No longer offered.

iii. Lack of support/scheduling room for 1-2 credit courses in Coaching minor.

1. [COA 256](#): Coaching Track and Field

2. [COA 316](#): Football Coaching Theory

3. [COA 317](#): Basketball Coaching Theory

4. [COA 318](#): Soccer Coaching Theory

5. [COA 319](#): Volleyball Coaching Theory

iv. [CS 145RA](#): Web Design

1. CS is not an OCHE approved rubric. Since CS 145RA is cross-listed with MART 145RA, we will delete CS 145RA and keep MART 145RA. The course will continue to be team-taught by an Art Instructor and a CS Instructor.

Course Inactivations – First Reading (continued)

v. [ECNS 401](#): Microeconomic Theory

1. This course was replaced with ECNS 503

vi. Due to low enrollment for on-campus summer courses and the fact that MSSE is a graduate program and we have changed all rubrics to 500 level courses. The below courses will no longer be offered.

1. [PHSX 401](#): Physics by Inquiry I

2. [PHSX 402](#): Physics by Inquiry II

3. [PHSX 403](#): Physics by Inquiry III

vii. [PSCI 434](#): International Law

1. No longer offered

viii. [PSCI 436](#): Politics of Food & Hunger

1. No longer offered

Programs – First Reading

-CAS: Hospitality

- Certificate of applied science (30 credit program)
- Through Gallatin College

Graduate Courses and Programs

Courses Changes – Second Reading

AMST 590: Master's Thesis

- Credit range changed from 1-10 to 1-9

Senate Open Discussion

Public Comment

(Two minutes per person)

Do I have a motion to adjourn?
Second?