

# Deans' Council

## Agenda: Tuesday, May 13, 2014

1:30 – 3:30 pm

President's Conference Room

Martha Potvin  
Kenning Arlitsch  
Kregg Aytes  
Matthew Caires  
Nancy Cornwell  
David Singel

Glenn Duff  
Brett Gunnink  
Robert Hietala  
Karlene Hoo  
Ilse-Mari Lee  
Ronald Larsen

Helen Melland  
Bob Mokwa  
Nicol Rae  
Lynda Ransdell  
Renee Reijo Pera  
Martin Teintze

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- I. Call to order
  - II. Approval of Minutes
  - III. Topics for Discussion:
    - A. MSU Council and Committee Representation
      - i. Outreach and Engagement
      - ii. Research
      - iii. Planning
      - iv. Budget
      - v. Convocation
      - vi. Academic Analytics
      - vii. Degrees/Programs Under Consideration
      - viii. Courtesy Affiliate Appointments
  - IV. Items for Approval
    - A. Undergraduate Certificate in Gerontology (2 attachments)
    - B. Academic Freedom – attachment
    - C. Ethical and Professional Standards with Discrimination - attachment
  - V. Information/Announcements
    - A. Follow up from University Council
    - B. Update on Faculty Searches
    - C. Mission Review
    - D. Retreat Dates – July 23, 2014 and July 31, 2014

**Please Note: Next Meeting: Tuesday, June 10, 1:30-3:00pm; PCR**

# Deans' Council

Minutes: Tuesday, April 8, 2014

1:30 – 3:30 pm

President's Conference Room

Martha Potvin  
Kenning Arlitsch  
Kregg Aytes  
Matthew Caires  
Nancy Cornwell  
David Singel

Glenn Duff  
Brett Gunnink - Jeff Hayes  
Robert Hietala  
Karlene Hoo  
Ilse-Mari Lee  
Ronald Larsen

Helen Melland  
Bob Mokwa  
Nicol Rae  
Lynda Ransdell  
Renee Reijo Pera  
Martin Teintze  
Shelley McKamey

Others in attendance:

Terry Leist  
Megan Bergstedt  
Chris Fastnow  
Ian Godwin

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- I. **Call to order**
  - II. **Approval of Minutes:** Minutes unanimously approved as distributed
  - III. **Topics for Discussion:**
    - A. MSU Council and Committee Representation: Please inform the Provost if you wish to remain on or serve on a different MSU Council.
      - i. Outreach and Engagement
      - ii. Research
      - iii. Planning – Nicol Rae
      - iv. Budget – Nancy Cornwell
      - v. Convocation
      - vi. Other
  - IV. **Items for Approval**
    - A. Academic Strategic Plan: <http://www.montana.edu/provost/strategic-plan.html>  
Moved, seconded and unanimously approved.
    - B. Mental Health (attachment provided): Moved, seconded and unanimously approved.  
Comments: well received at faculty senate – inspiring.
  - V. **Information/Announcements**
    - A. Follow up from University Council: none
    - B. Update on Faculty Searches:
      - a. Nancy Cornwell updated her division.
      - b. Ron Larsen stated that for the Material Science position there were 182 applicants. There are six finalists.
      - c. Nicol Rae provided information on the search a Microbiology Department Head.

- d. The Provost announced that the search committee Chair for Associate Provost Office of International Programs is Isla-Mari Lee. Sharon Stoneberger will be providing staff support for the search. April 18<sup>th</sup> is target date for first committee meeting. Comments are welcome.
  - e. Matt Caires: Office of Institutional Equity Staff (Diane Letendre position). There is ongoing discussion about the structure of this position.
  - f. Terry Leist: VP of student success search went well. Chris Kearns will provide a nice bridge between academic and student affairs and faculty.
- C. Activity Insights Update: Ian Godwin provided an update. Activity Insights was open for business on January 7, 2014. Merging with FAD created some problems; Improving documentation.
- This tool has had limited use in some colleges. Will update webpages for faculty; Overnight feed updates daily; Scholar-works compatible; Departments must use Activity Insights for annual evaluations and merit decisions.
- D. Mission Review: Last update was in 2010; response needs to be quick due to short deadline.
  - E. Retreat Dates: Please reserve July 23 and July 31; Shannon will set up meeting requests for tentative hold. Please forward general ideas to the Provost.
  - F. Peace Corps: Career fair – Handouts presented to Deans. Please try to get faculty involvement.
  - G. Faculty senate leadership: moving policies into a new policy manual; looking for input to policy statement. The Deans discussed Ron Larsen’s annual review draft.
  - H. Performance funding: A new process will be approved at the next May BOR meeting.

Meeting Adjourned at 3:00pm

**Please Note: Next Meeting: Tuesday, May 13, 1:30-3:00pm; PCR**

# Montana State University - Bozeman

For possible submission 2013-2014				
Degree	Major	Option	Notes	Unit
Certificate	Creative Entrepreneurship		with CAA	CAA/COB
Master of Science	Ecology		Renaming MS in Biological Sciences to MS in Ecology	CLS/Ecology
Master of Arts	English Teaching			CLS/English
Minor	Asian Studies			CLS/MLL
Bachelor of Science	Environmental Sciences		Curriculum changes due to external review	COA/LRES
Certificate	Digital Marketing		online delivery	COB
Certificate	Entrepreneurship		online delivery	COB
Option	Entrepreneurship			COB
Master of Nursing	Nursing	Associate Degree in Nsg --> MN (Clinical Nursing Leader option)	Licensed associate degree graduates will advance directly to the Master's.	CON
PhD	Education			EHHD
Certificate	Informal Education			EHHD/Ed
Certificate of Applied Science	Industrial Machine Technology-CNC			GC
Professional Certificate/AAS	Small Business Management			GC
Certificate	Sustainability		Multi-disciplinary	

For possible submission 2014-2016				
Degree	Major	Option	Notes	Unit
Bachelor of Arts	Film Studies			CAA
Bachelor of Fine Art	Film			CAA
Bachelor of Fine Art	Photography			CAA
Master of Arts	Design			CAA
Minor	Design			CAA
Minor	Film Studies			CAA
Master of Arts	Planning			CAA/Arch
Master of Arts	Studio Art			CAA/Art
Bachelor of Arts	Asian Studies			CLS
PhD	English and Public Humanities			CLS
Master of Science	Biotechnology			CLS/COA
Master of Science	Optical Sciences		ECE/Physics/Chemistry	CLS/COE
Minor	Optical Sciences		ECE/Physics/Chemistry	CLS/COE
Bachelor of Science	Earth Sciences	Geoscience Education		CLS/Earth Science
Master of Science	Mathematics	Applied Mathematics	new option within existing MS	CLS/Math
Minor	Statistics	Graduate-level minor		CLS/Math
Bachelor of Science	Microbiology	Environmental Microbiology	New option within existing BS	CLS/Microbiology
Master of Science	Medical Laboratory Sciences			CLS/Microbiology
Bachelor of Arts	Modern Languages and Literature	European Studies	New option within existing BA	CLS/MLL
Certificate	Native American Studies		Undergraduate certificate	CLS/NAS
PhD	Native American Studies			CLS/NAS
Minor	Applied Behavior Analysis			CLS/Psychology
PhD	Psychological Science			CLS/Psychology
Bachelor/Master	Agricultural Education		Curriculum restructure response to external review	COA
Certificate	Agricultural Management			COA
Master of Science	Agricultural Management			COA
Certificate/BS/MS	Ranch Management			COA
Bachelor of Science	Landscape Architecture			COA/CAA
Master of Science	Landscape Architecture			COA/CAA
Master of Arts	Entrepreneurship			COB
Post-Bacc Certificate	Executive Business Education			COB
Certificate	Innovation & Technology Graduate Cert.		PMSEM (Engineering)	COE
Certificate	Service & Quality Management Grad Cert.		PMSEM (Engineering)	COE
Certificate	Software Engineering Mgmt Grad Cert.		PMSEM (Engineering)	COE
Minor	Computer Science Teaching			COE

Degree	Major	Option	Notes	Unit
Minor	Engineering Management			COE
PhD	Civil Engineering			COE
PhD	Computer Engineering			COE
PhD	Electrical Engineering			COE
PhD	Environmental Engineering			COE
PhD	Industrial Engineering			COE
PhD	Mechanical Engineering			COE
Minor	Construction Management			COE/CE
Master of Science	Bioengineering			COE/ChBE
PhD	Chemical Engineering			COE/ChBE
PhD	Health and Human Development			EHHD/HHD
Associate of Applied Science	Computer Info Technology: Microcomputer Support			GC
Associate of Applied Science	Computer Info Technology-Network Support			GC
Associate of Applied Science	Culinary Arts			GC
Associate of Applied Science	Hospitality Management			GC
Certificate	Global Service Learning			University Studies
Bachelor of Arts	Hospitality/Recreation/Tourism Mgmt.		Multi-disciplinary	
PhD	Rural and Family Health		Multi-disciplinary	
PhD	Bioengineering			

OTHER				Unit
	Center for Rural Health Research & Policy			Kris Juliar, Harmsen?
	Northern Climate Housing Research and Outreach Center			Extension Service

# Courtesy/Affiliate Appointment Request Form

(Completing this form will grant library access for this individual)

Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Department: \_\_\_\_\_

Department Address: \_\_\_\_\_

\_\_\_\_\_

Gender:  Male  Female      Birth Date: \_\_\_\_\_

US Citizen or Permanent Resident:  Yes  No

Ethnicity (for US citizens only):

<input type="checkbox"/> African American	<input type="checkbox"/> Asian/Pacific Islander
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Native American/Alaskan Native
<input type="checkbox"/> Caucasian	<input type="checkbox"/> No Response

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_

Period of time appointment is for: \_\_\_\_\_

Reason for requesting Courtesy Appointment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person completing form: \_\_\_\_\_ Phone #: \_\_\_\_\_

Date submitted: \_\_\_\_\_

\_\_\_\_\_

Signature of Appointee (if available) \_\_\_\_\_

Dean \_\_\_\_\_

Department Head \_\_\_\_\_

Provost/VP for Academic Affairs \_\_\_\_\_



## Gerontology Certificate Program Requirements

### Admission Process

Students will need to apply to the certificate program. The application process will require a student transcript and a written essay. Admission to the undergraduate gerontology certificate program will be determined by a selection committee. The selection committee will include the program director and two additional members. These additional members may be faculty with the online undergraduate gerontology certificate program, faculty or staff in the department of Health and Human Development and/or the program manager at Extended University. Any student from any academic program at MSU will be eligible to apply to the certificate program. Applicants who are requesting admission to the Certificate Program, but who are not current, degree seeking Montana State University students will need to apply to the Montana State University Admissions Office for non-degree status and pay the application fee.

### Program Requirements

Upon entry into the certificate program, students will need to complete all three required courses. Additionally, students will need to complete at least two elective courses for a total of 15 credits. Students must complete all coursework with a C or better in order to be awarded a certificate in gerontology. Required and elective courses are described below.

### Courses & Course Descriptions

#### Required Courses

#### Adult Development and Aging (existing course)

**FCS 261      3 credits**

This course will focus on the adult stages of the lifespan and families with adult children; issues include intergenerational relationships; gender differences in individual, family, and career development; and the demographic and economic consequences of an aging population.

#### Physical Activity, Nutrition & Health in Aging

**CHTH 245      3 credits**

As an introductory course, students will examine research associated with physical activity, nutrition, and health related needs of older adults. Students will gain knowledge and skills on how to safely and effectively meet the needs of older adults as it relates to physical activity, nutrition, and health. **Health disparities of the aged will also be explored.**

#### Practicum in Gerontology

**CHTH 495      3 credits**

Supervised experience in programs for older adults. Students will be required to spend 135 hours in an

approved environment for older adults. This may include retirement communities, assisted living facilities, rehabilitation programs, senior living communities, and an array of federal, state and local agencies and non-profit organizations dedicated to older adults.

### Elective Courses

#### **Economics & Public Policies in Aging**

**CHTH 325      3 credits**

Students will explore various issues associated with economic impact U.S. policies, health and long-term care insurance, Social Security, Medicare/Medicaid, family financial impacts, and estate planning. Economics associated with rural health and Native American populations will also be addressed.

#### **Caregiving & Aging Families**

**CHTH 405      3 credits**

Students will examine research findings and written materials to understand formal and informal caregiving trends within the United States. Students will also be provided practical information regarding issues and challenges associated with families' response to the needs, emotions and stressors associated with caregiving. Native American and rural populations will be discussed.

#### **Mental Health & Social Issues in Aging**

**CHTH 430      3 credits**

Students will explore various issues associated with aging, mental health issues and social factors that impact health. This course will incorporate advocacy and service learning. Native American and rural populations will be explored.

#### **Principles of Well-being in Aging**

**FCS 461      3 credits**

Students will explore well-being models and aging issues. Specifically, the HHD well-being model will be used to introduce students to a variety of issues associated with aging and the five dimensions of well-being. Issues associated with prevention and treatment will be addressed.

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May 22-23, 2014

**ITEM 163-2801-R0514**  
**MSU-Northern Bio-Energy Center**

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**THAT**

The Bio-Energy Center at MSU-Northern is seeking approval for "Center" designation through the Montana Board of Regents.

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**EXPLANATION**

The Bio-Energy Center has grown from a single grant-funded program to a research entity with labs, facilities, full-time personnel, and most recently, its own Advanced Fuels building. During a recent Strategic Planning session, it was recommended we pursue BOR "Center" status to add to our credibility and sustainability.

**Background:**

The Bio-Energy Center was established with the opening of the Applied Technology Center (ATC) in 2006. MSUN was successful in receiving funds through the Workforce Innovation Regional Economic Development (WIRED) grant that assisted us in securing personnel and instrumentation needed to do scientific research and testing of bio-derived fuels. Emphasis was placed on economic revitalization of the northern plains of Montana through value added agriculture that would lead to local production facilities capable of producing high quality bio-derived "drop in" fuels. Four (4) key positions makeup the Center: a director, a lead scientist, a research associate, and an operations engineer. Since 2006, the Center has grown into a proof-of-concept Center with the capability to develop, test, and research today's technology and to collaborate with industry on tomorrow's "advanced fuels." The Center has been successful in receiving numerous grants to help support unique and innovative research in a broad range of topics related to bio-fuel technology. With the continual goal of developing technology that will assist in state-wide economic development, the Center recognizes the need for value-added agricultural and livable wage jobs. Our work has concentrated on cutting edge biofuels and feed stocks that will work in our region.

The Center's capabilities are unique to the Montana University System and this region. We have carefully built our capabilities with the ability to control feedstock quality, produce fuel (both bio-diesel and bio-jet fuel), test the fuel chemical properties at ASTM standards, and evaluate the fuel's performance properties through world class engine testing and emissions measurement instrumentation.

At every step of development, the Center has remembered that core to our mission are educational opportunities for students attending MSUN. To this end, the Center's research staff teaches and assists with higher level sciences and has actually taken over special topic research classes. The Center also employs student workers and trains them in the role of student research assistants. This results in under-graduate students working in a research environment comparable to what graduate students would see.

The BOR recognition of the "Center" is a stepping stone to continual improvement and expansion. The Center has an ambitious growth plan for the next five (5) years and in order for our growth to continue, the Center needs to be recognized and supported as a necessary fixture of MSU-Northern and the state of Montana.

#### **ATTACHMENTS**

Level II Request Form

Bio Energy Center Background

Bio Energy Organizational Chart

May 22-23, 2014

ITEM #163-2006+R0514

Online Undergraduate Certificate in Gerontology

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THAT

Montana State University has developed a 15-credit undergraduate online certificate program in gerontology pursuant to Montana Board of Regents policy.

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EXPLANATION

The purpose of this online certificate in gerontology is to provide courses specifically focused in aging to increase skills that will directly assist students and professionals in working with older adults and their families. With an increase in life expectancy and the number of baby boomers turning 65, the needs of the aging population are great. Approximately 13.3% of the total U.S. population is aged 65 and older and in Montana, 15.2% of the population is aged 65 and older (Census Quick Facts, 2011). Moreover, it is estimated that by 2030, nearly 26% of Montana's population will be 65 or older, ranking Montana 5<sup>th</sup> in the nation (Census Bureau, 2005). An online certificate in gerontology will meet the educational needs to prepare Montana students for the increasing population of adults over the age of 65.

An online certificate in gerontology would reach new and existing students and is closely related to the mission of the Health & Human Development department (HHD) **to enrich human well-being through teaching, research and outreach**. Providing further education related to aging, will enrich the well-being of MSU students and Montana residents. This certificate program is also in alignment with the strategic plan for MSU. A certificate in gerontology will **prepare students to graduate equipped for careers and further education**. According to the Association for Gerontology in Higher Education (n.d.) career opportunities in aging are quickly expanding, and has multidisciplinary opportunities in a variety of fields. Providing an online certificate in gerontology will allow students to enhance their programs of study through specialization in aging, which will assist them in securing employment working with the aging population after graduation. Also, a certificate program would allow health professionals (for example, Certified Nursing Assistants, Caregivers and Hospice Workers) the opportunity to gain further education specific to aging as a means to enhance career development.

**Program Oversight**

A program director will be responsible for the coordination and oversight of the online gerontology certificate program. The program director will fulfill the following duties: review of admission applications, student advising, allocation of instructors, oversight of instructors and curriculum content, and review of certificate completion requirements. Dawn S. Tarabochia, PhD, CHES will be the program director for the online gerontology certificate program. Dr. Tarabochia earned her PhD from the University of Utah in Health Education and Health Promotion in 2008. She also completed a Graduate Certificate in Aging from the University of Utah Interdisciplinary Gerontology Program in 2004.

MONTANA STATE UNIVERSITY

Subject: Tenure Track and Tenured Faculty Personnel Policies

Policy: Academic Freedom

Effective date: TBD

Review date: TBD

Revised:

Responsible Party: Office of Provost

100.00 ACADEMIC FREEDOM

Policy 302, Board of Regents Policy.

The portion of the 1940 statement of principles on academic freedom and tenure of the American Association of University Professors (AAUP) set out below is endorsed by the board of regents of higher education. That statement was revised by the governing bodies of the AAUP and the Association of American Colleges in November 1989 and January 1990, in order to remove gender-specific references from the original text. Those revisions have been incorporated into the statement.

"Academic Freedom"

“(a) [Faculty members] are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

“(b) [Faculty members] are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

“(c) [Faculty members] are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all

Draft April 22, 2014

times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.”

The regents place particular emphasis on paragraphs (b) and (c) of the above statement relating to the responsibilities as well as the privileges which members of the profession and professional organizations associate with this important concept of American life.

MONTANA STATE UNIVERSITY

Subject: Tenure Track and Tenured Faculty Personnel Policies

Policy: Ethical and Professional Standards

Effective date: TBD

Review date: TBD

Revised:

Responsible Party: Office of Provost

100.00 Introduction and Purpose.

The faculty and University Administration are responsible for assuring the highest ethical and professional standards and behavior in:

- (A) working with undergraduate and graduate students, including the elimination of ~~racial, ethnic and sexual prejudice and harassment~~ discrimination [insert link to MSU discrimination policies] from the classroom and entire University community,
- (B) working with faculty and staff,
- (C) performing their contracted responsibilities, including the employment and use of graduate assistants or adjunct faculty and staff,
- (D) working with public and private agencies, organizations and businesses,
- (E) preventing conflicts of interest and reporting work done outside the University (~~Section 800.30~~) Conflict of Interest [http://www2.montana.edu/policy/conflict\\_of\\_interest/Policy](http://www2.montana.edu/policy/conflict_of_interest/Policy),
- (F) conducting peer review ~~for all faculty members~~,
- (G) conducting research and creative activity. ( See Research Misconduct Policy) [insert link]
- (H) adhering to standards for biosafety, research utilizing human and animal subjects, and the use of radioactive materials,

(I) respecting confidentiality and privacy in the use of information systems (see Enterprise Information Technology Policies [insert link]),

(J) respecting copyright and patent requirements (~~Sections 700.30 and 700.40~~),

(K) respecting confidentiality and privacy in personnel decisions including search committee discussions.

~~(L)~~ participating in University planning and governance, and

(M) reporting alleged breaches of ethical standards.

#### 200.00 Investigations Of Complaints Of Violations Of Standards

Complaints of alleged breaches of these standards shall be investigated using the procedures set forth in the University's-Reporting Violations Policy and the Research Misconduct Policy [insert link], as general guidelines. The procedures may be adapted as necessary to consider a specific complaint.