

Deans' Council

Minutes: Tuesday, January 11, 2011

1:00 – 2:30 pm

President's Conference Room

Montana Hall

Martha Potvin

Susan Agre-Kippenhan

Larry Baker

Jeff Jacobsen

Marvin Lansverk

Paula Lutz

Robert Marley

Tom McCoy

Helen Melland

Tamara Miller

Dan Moshavi

Allen Yarnell

I. Call to order

II. Approval of Minutes of December 14, 2010, Meeting

Two modifications were requested and are indicated in red in the attached revised minutes for December 14. A motion was made and seconded to approve the minutes as corrected. Motion passed unanimously.

III. Information/Announcements

IV. Topics for Discussion:

A. Faculty Merit Pay Increase

An announcement will be distributed to faculty soon regarding the application process for faculty merit pay increases for AY2009/10. The Provost indicated her desire to review the process with the Deans' Council prior to distribution of information to the faculty.

All faculty (both tenured/tenure-track and adjuncts) who meet the outlined eligibility requirements may apply for consideration, regardless of union affiliation. Engineering faculty who are professional engineers, Extension and Research Center faculty will be eligible to apply. Adjunct faculty must be employed at .5 FTE or greater. Gallatin College Programs faculty are not eligible. Required documents:

- One page justification from faculty member
- Copy of spring 2009 annual review card
- Copy of spring 2009 annual review letter from department head

Adjunct faculty not reviewed in spring 2009 may substitute letter of support from the Department Head.

These procedures mirror the process followed by the University of Montana. It is anticipated this will be a one-time process and will not set precedent.

Following discussion, the following process was adopted:

- Required documentation submitted to Department Head by January 31, 2011
- Following review and ranking by primary review committee, forward to Department Head
- Department Head will forward his/her independent evaluation to Dean
- Dean to forward his/her independent evaluation to Provost
- Provost will notify candidates of outcome of their application

It was noted that the expectation from AFMSU is that the full \$180,000 will be awarded to union faculty, and non-union affiliated faculty raises will be funded from a separate pool. At the Deans' request "target" numbers will be identified for each college for the number of proposals to be submitted to the Provost. Targets will be identified based on proportional share of MSU total faculty FTE.

B. Graduate Certificate NPTT – Larry Baker/Carl Fox

This 24 credit certificate program has been approved by Graduate Council and is offered 100% on-line within the NPTT program. Motion made and seconded to recommend approval of this proposal. Motion passed unanimously.

C. Graduate Certificate in College Teaching – Larry Baker/Carl Fox

This 12 credit certificate program from the Department of Education has been reviewed and recommended by Graduate Council and the Academic Affairs Committee of Faculty Senate. This program will provide a professional development opportunity for graduate students and others, making them more competitive for faculty positions. The program is oriented toward working professionals. Motion made and seconded to recommend approval of this proposal. Motion passed unanimously.

D. Seamless Masters in M&IE – Anne Camper/Carl Fox

The suggested restructuring of the Masters in Industrial Engineering will allow for the completion of 2 degrees (BS and MS) in five years (4+1 format). Students completing the BS degree only will be required to fulfill the 128 credits requirement. Students attempting the MS degree must meet Graduate College requirements. This program will help to build graduate enrollment in this department. The Academic Affairs Committee of Faculty Senate is scheduled to review this program in the near future. Motion made and seconded to approve this program contingent on Faculty Senate approval. The motion passed with 10 in favor and 1 abstention.

E. Medical Assistant Program (Certificate of Applied Science) – Bob Hietala

This 39 credit certificate program will place individuals into entry level positions, with a good employment outlook for students completing the program. Funding is available within the Gallatin College Programs budget. Questions were raised regarding a standardized curriculum and the regulating entity for these types of programs. Will this program be certified? Dean of Nursing, Helen Melland, raised concerns about the coursework and the scope of practice. Council members agreed that Bob Hietala will seek clarification of the issues raised and report back to the membership. In order to expedite submission to the Board of Regents, it was agreed to conduct a vote via e-mail as soon as additional information is available.

**Subsequent to the January 11, 2011, meeting, Bob Hietala provided a revised proposal for consideration by the Deans' Council. An electronic vote resulted in a unanimous recommendation for approval.

F. Accounting Assistant Program (Certificate of Applied Science) – Bob Hietala

This 34 credit certificate program has been requested by the local CPA community. Dean of Business, Dan Moshavi, expressed concern regarding the title "Accounting" Assistant and possible confusion with the accountancy program in the College of Business. Dean Moshavi requested time to discuss this program with his faculty. In order to expedite submission to the Board of Regents, it was agreed to conduct a vote via e-mail when issues regarding the use of the term "accounting" were resolved.

** Subsequent to the January 11, 2011, meeting, Bob Hietala provided a revised proposal for consideration by the Deans' Council. The title of the program was changed to Certificate of Applied Science – Bookkeeping. An electronic vote resulted in a unanimous recommendation for approval.

G. Core Themes

NWCCU accreditation standards require the identification of core themes for the university. These themes should flow from the institutional mission statement and reflect a realistic vision. The Provost will initiate a conversation with the faculty about this concept. All constituencies will be involved and asked to endorse the core themes.

The Provost has been added to the membership of Planning Council

H. Department Meetings with Provost

The practice of departmental meetings with the Provost was discussed. There was general consensus that this practice has been very well-received by the faculty. Deans may attend depending on availability.

I. Faculty Senate Compensation

Due to time constraints, this issue was tabled for discussion at the next Deans' Council meeting.

Next Meeting: Monday, January 31, 1:30 – 3:00 pm (President's Conference Room)