

# Deans' Council

## Minutes: Tuesday, October 25, 2011

2:00 – 3:30 pm

President's Conference Room

Montana Hall

Martha Potvin  
Joseph Fedock  
Larry Baker  
Carl Fox  
Robert Hietala

Jeff Jacobsen  
Marvin Lansverk  
Paula Lutz  
Robert Marley  
Tom McCoy

Helen Melland  
Tamara Miller  
Susan Dana  
Matthew Cairns

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### I. Call to order

### II. Approval of Minutes of September 27, 2011, Meeting

Minutes unanimously approved as written.

### III. Information/Announcements

#### A. Search Updates

- **College of Business Dean – Robert Marley**

The advertisement has been posted indicating an initial screening date of December 1. To date, 28 nominations and/or applications have been received. The committee anticipates more applications as the screening date approaches.

- **College of Arts and Architecture Dean – Carl Fox**

The advertisement has been posted indicating an initial screening date of December 1. To date, 11 applications have been received.

- **WWAMI Director – Paula Lutz**

The initial screening date is October 24 and the committee will begin its review on October 28. To date, 14 applications have been received

- **Chief Human Resources Officer – Terry Leist**

Negotiations are in progress.

#### B. Graduation tassels

Following discussion with the Deans, the decision was made to keep tassel colors the same as they have been in previous years.

### IV. Topics for Discussion:

#### A. Development Expenses – Terry Leist

A new MOU is being developed between MSU and the MSU Foundation dealing with financial commitments. The draft MOU will be distributed to the Deans for discussion at the Campaign

Development Council on Thursday, October 27. A distribution from MSU (with possible base funding contributions from all the colleges) to the Foundation may be included in the new MOU. Deans will continue to cover the cost of their travel for development purposes. The Foundation will provide assistance for development activities sponsored by the colleges.

**B. Certificate of Applied Science in the Area of Residential Building Performance (GCP) – Bob Hietala**

This certificate is in response to an initiative from the Montana Weatherization Training Center located in Bozeman. The program requires 2 semesters and 33 credits and will be delivered both online and in face to face settings. Depending on the electives the students choose, the degree will prepare students to be eligible for Department of Energy certification in four specific areas. There is significant demand for this type of training. The Undergraduate Studies Committee and the Faculty Senate have reviewed this proposal and endorse its implementation. A motion was made and seconded to forward this proposal to the Board of Regents for approval. A clarification was requested that this is “certificate program”. The vote was unanimous in favor of the motion to forward for approval.

**C. Program Review Guidelines (revised) – Ron Larsen**

The Program Review Guidelines have been revised to reflect the most recent comments. The Board of Regents currently uses a 3 year rolling average for graduation rates. As requested, additional clarification will be added to address these issues:

1. Decision regarding internal or external review should take place the semester prior to the review
2. All departmental faculty are expected to be engaged in the preparation of the self-study document
3. Approval of the self-study document by the majority of the departmental faculty
4. Departmental learning outcomes assessment plan
5. Addition of footnote to clarify role of reviewers in assessing learning outcomes

In AY2012/13, the second 7-year cycle for program reviews will begin. A draft multi-year schedule has been prepared for this next cycle. An effort has been made to distribute internal and external reviews evenly across the years. Also, reviews of departments within the same college have been distributed across the period. The President and Provost maintain the authority to request a special review at any time. A motion was made and seconded to approve the Program Review Guidelines with the modifications as requested. Currently support services are not included in the mandated BOR program review; however NWCCU requirements do call for a review of support services. The vote was unanimous in favor of the motion.

**D. Investment Proposals for Institutional Priorities**

Investment proposals can be initiated by any individual and forwarded to the appropriate department head. Department heads will then forward their recommendations to the Deans and the Deans will forward recommendations to the Provost. All proposals will go forward regardless of ranking. Vice President Leist suggested that proposals for operating expenses be avoided. Each Executive will determine an internal timeline in order to make the January 19, submission deadline to Budget Council. The timeline for academic affairs proposals will be discussed at the next Deans’ mini-meeting. Questions arose regarding how to handle “unfunded programs”. It was suggested that these programs go forward separately and should be considered before considering funding for new programs. Discussion followed regarding the appropriateness of Budget Council judging academic priorities. Budget Council

will not set priorities for the institution, but will be looking at adherence of the proposals to the stated strategic priorities of the university. This RFP process is intended to be a yearly process. The President has requested a transparent process that includes the university community in considering new initiatives for funding.

The subcommittee on unfunded programs will bring forward a revised recommendation which includes criteria for evaluation, prior to the review of investment proposals in January.

**E. Salary Increases for Adjunct Faculty at less than .5 FTE**

Adjunct faculty at less than .5 FTE are not covered by the collective bargaining agreement. Following an earlier discussion with the Deans, the President requested the faculty in this category all be treated in a consistent manner with regard to implementation of the approved raise. Following additional discussion, the Deans voted five in favor and two opposed to implementing the raise for all adjunct faculty at less than .5 FTE. The Provost's Office will communicate this decision to HR for implementation on the November 11 payroll.

**Next Meeting: Tuesday, November 8, 1:30 – 3:00 pm (President's Conference Room)**