



Meeting Minutes
Academic Council
January 29, 2013
Noon
Fireside Conference Room

Members: Randy Bachmeier, Christine Cremean, Jay Howland, Greg Kegel, Lisa O’Neil, Norton Pease, Larry Strizich, Lanny Wilke, Rosalyn Templeton

Missing: Darlene Bricker

Chair: Rosalyn Templeton

Minutes: Chris Bond

1. Call to order at noon
2. Minutes from 1/22/12 Norton moved and Lisa 2nd – voice vote approve as corrected.
3. Administrative Policies. Discussion regarding re-wording of 403.3 Curriculum: Course Numbering – Approved as worded with voice vote.
4. Discussion regarding re-wording of 403.4 Curriculum: Special Topics & Independent Studies. Should this one policy be split into separate Administrative Policies? General consensus was separating into two separate policies. Rosalyn will bring the separated Independent Study Course Policy back to next meeting. Rosalyn will not approve an Independent Study if it is already listed on the books for that semester. Moving Independent Studies toward true independent study courses where the course is above and beyond what is offered. Definition of Independent Study Course should be included in the policy description. Can also add the comment in connection with the definition that this is the goal we are working toward. Will be based on a case by case basis. Scheduling needs to be worked on and a definition of Independent Study needs to be added on so that faculty can understand before setting up an Independent Study course. Rosalyn will bring back the Special Topics Policy and will table Independent Study Policy to work on together as a group.
5. Laptop checkout form discussion. Norton made a motion and Larry 2nd the motion. Then Randy discussed the changes from “replacement cost” to “fair market” and other discussion about “checked in by date”. Norton calling for the question. There was voice approval. Jay voiced opposition and explained why. How is this equipment (laptop computers) different than the computer sitting on the desk that does not have to be checked out? If someone steals the desk top computer we are not held responsible for the theft. Much heated discussion resulting in Norton rescinding his original motion. Randy wants to be able to tell an auditor where a certain piece of equipment is since his department is buying these laptops and is considered responsible for them he wants to be able to tell them who has the equipment because they have signed for the laptop. Maybe a basic feature where it is stated that the individual reports back to Randy on an annual basis. All are in agreement to allow Randy to rewrite the form stating individuals report to Randy regarding the checked out equipment on an annual basis. Strike out the last sentence on form. Keep

the first section part about returning equipment to Extended University and that the individual understands they are responsible for the laptop. Norton motioned to accept the form with the last sentence under the Liability Agreement section stricken from the form and Lisa seconded it. Passed on voice vote. End date will be last meeting date of Academic Year.

6. Norton questioned why no updated time line was mentioned in the minutes and wants an updated time line with the date changes reflected in a concrete time schedule. Discussion and banter on updating the Timeline especially regarding Retreat dates, times, locations and refreshments. New dates are: **February 15, 2013** for Program Reviews/Discipline areas to Deans and Chairs; **March 8, 2013** for Deans and Chairs to get summary reports to Provost, Academic Council and Academic Senate; **March 25, 2013** for Academic Senate submits recommendations to the Academic Council; **March 28-29, 2013** Academic Council holds Retreat to begin writing the Report. **April 8, 2013** Academic Council will complete the final (draft) recommendation report. **April 10-15, 2013** Comprehensive Recommendation Report submitted to Chancellor Limbaugh. These changes are reflected in the updated Process Timeline Report.
7. PE Course substitutions were so many that an issue did exist brought up at a Dean meeting has been resolved.
8. Filling faculty positions for next year. Union President has requested plans for 2 retirements coming up from Vaughn Rundquist-Biology and Jim Edwards-Economics. Also an HPE position still needs to be filled. Norton explained these are not new positions. Is there a need for another economic professor or is this a time to look at Gen Ed and size down according to our student population? Biology and HPE positions are ones that concern Norton. Lanny is concerned about the economic course because that is required in the business program. Jim Edwards has been nominated for emeritus status and he would like to take advantage of and have office and an extended contract that has to go through the administration. Norton has received resumes to teach economics online. The Biology is a very specific kind of Biology. Get into a bind because there is no one to teach HPE so it needs to be filled. This is a difficult position to fill and has been open for a long time. Not all HPE courses could be taught by Nurse faculty. There could be options in the HPE area. Christine views economics as a liberal arts course. Christine would like to know when a General Education course, economics, is being staffed from out of her area. She had no idea that economics was being staffed by someone from the Business Department. It is part of the summer proposal schedule. The proposal should have gone through Christine.
9. Christine handed out copies of enrollment numbers for Gen Ed numbers for the past 5 semesters.
10. Draft Credit Hour policy. Using MSU-Bozeman's policy for MSU-Northern's policy. Northwest said we had to have a policy regarding credit hours. US Department of Education telling Northwest they needed a policy. There are two typos that need to be crossed out. Lisa made a motion to tentatively accept as a draft with changes made, Norton seconded. Draft must go through several other committees. Voice voted accepted. Jay suggested a change under the paragraph Traditional, Seat-Time-Based Approach the 4th line cross out "minimum" behind 15 week semester.
11. Challenges? Hearing none meeting adjourned.
12. Meeting adjourned 1:30 p.m.