



Meeting Minutes

Academic Council

February 19, 2013

Fireside Conference Room

12pm

Members: Randy Bachmeier, Darlene Bricker, Christine Cremean, Jay Howland, Greg Kegel, Lisa O'Neil, Norton Pease, Larry Strizich, Lanny Wilke

Member(s) gone:

Chairs: Rosalyn Templeton

Minutes: Chris Bond

1. Meeting was called to order at 12:05pm
2. Minutes – January 29, 2013 voice vote approved
 - a. February 5, 2013 Minutes tentatively approved pending verbiage on item 4.f.i question – actual language “No more than 2 special topics at one time per student.” Should ‘student’ read ‘program’ and/or ‘discipline’ – checking on.
3. Policy 403.3 Course Numbering additions
 - a. 1391 and 1591 – Continuing education courses, at the undergraduate and graduate level respectively.
 - b. Motioned/seconded
 - c. No discussion – called
 - d. Voice vote – approved
 - e. Back to UAC
4. Program plans-discussion point
 - a. COTS have some sample program plans
 - b. Discuss having program plans for each program – need to include being synchronized and aligned with everything touching it

- c. Days and times need to be aligned
 - d. If offered online should be no conflict with face-to-face
 - e. Four year program listing each semester courses for advising
 - f. Scholarships sometimes need to be listed as Two year program/Four year program
 - g. Can registrar pull student numbers by program that have not taken remedial courses
 - i. Interesting to know the numbers and where it needs to be tightened up
 - ii. Matt can probably get that information
 - iii. Build a bridge program maybe in the summer
 - h. EASN will work on program sheets like COTS
5. Policy 404 – Bachelor’s and Associates Degree Requirement – wording changed
- a. Establishes formal policy where students/faculty complete and sign a program sheet to ensure he or she is on track to finishing a bachelor’s or associate’s degree expeditiously
 - b. Advising system – students will use the system when it is in place. Needs some form for online students
 - c. Recommendations – Process initiated Associate degree good check at 30 credits first semester in second year (Fall). Bachelor’s Degree check at 60th credit.
 - d. Degree check before bachelor’s degree credits of 75
 - e. Associates degree – taken out
 - f. Credit numbers changed
 - g. Crossed out general education sheet – leave program sheet
 - h. Provost changed to Colleges’ Deans
 - i. Cleaning up and bringing back one more time
 - j. Adding signatures? Should have numerous signature including dates for recording purposes use in lieu of program sheet
6. Graduation Policy – Alisha will create basic graduation application policy. Usually in February.
7. Open faculty positions form – discussion
- a. Biology position – job description being worked on and being redefined
 - i. For the 21st Century – current and up to date
 - b. Health Promotion – need something creative for the program
 - c. Runs up against Program Review currently going on
 - d. James Edwards has interest in post-retirement contract
 - e. Charles Siegel – his load is good, busy position – NOV out for this position
 - f. Will Rawn would like post-retirement contract – same job fewer hours and developing online courses 6 credits for the year – will run \$21000
 - g. Virgil Hawkinson wants post-retirement – needed here one more year- he has put forward two options
 - h. New positions – based on Program Review – Chancellor is interested
 - i. Advertise outside of Montana
8. Topics list – look over
9. Program – being worked on
10. Keeping enrollment at Northern lower
11. Meeting adjourned at 1:35pm