

Department Chair Meeting with Academic Officers

Minutes from December 10, 2008

Present: Janice Bacino, Kevin Brockbank, Sarah Dellwo, Brandi Foster, Heather Ireland, Dave Jones, Dave Kneebone, Mary Lannert, Nathan Munn, Sandy Sacry, Tricia Tyhurst,

Collaboration with UM-Western – Dave Jones, Harold Kelly, Brandi Foster and Kevin Brockbank met with UM-Western representatives regarding the delivery of an Industrial Technology program through our campus in Fall 2010.

IR Days in January – Tentative information for January IR days (subject to change) - Wednesday, January 14, will be a training day with informational sessions, including discussion about transferability. Thursday, January 15 will be geared towards training for the Accreditation Steering Committee and open for the remainder of Faculty. Friday, January 16 will be another open day for Faculty. If you need to schedule time for specific meetings, please let Brandi know.

Memo from Commissioner Stearns – A memo sent by Commissioner Stearns regarding communication flow during the 2009 Legislative session was reviewed. (Please see attached memo.)

Two-Year Education Council – Brandi will be attending a Two-Year Education Council meeting on December 11 and 12.

Registration Dates – For the 2009 – 2010 schedule, the Registrar's Office is planning on moving registration up by a month – tentatively the first week of November for Fall and the first week of April for Spring. Discussion took place regarding the possible benefits of moving registration up and all parties were in agreement that it is a good idea.

Follow Up on End of Fiscal Year Department Budgets – Dave K. asks that Department Chairs receive an end of the year re-cap of budgets. Brandi requests that issues/concerns regarding the budget process be brought up during a Budget Committee meeting. Dave Kneebone will act as a representative for Department Chairs - all concerns that need addressed should be emailed to him.

AV Needs in Classrooms – Dave K. voiced concern regarding AV needs in the classrooms he uses for instruction. Brandi asked that all AV needs be emailed to her.

Printing for Access Montana – Tricia pointed out that the information in the brochure for Access Montana was not accurate. Kevin said they are aware of the problem and it has been addressed.

Adjunct Rehires – Tricia asked how the college handles adjuncts that are scheduled to instruct a course and back out last minute. Brandi states that her office has a process for last minute changes.

Lab Manager – Nathan informed the group that a proposal for a lab manager will be given to the budget committee. Maintaining the lab is too much for Faculty/Adjuncts to manage while focusing on instruction. Duties for a lab manager include: managing chemical storage, ordering supplies, coordinating labs, etc.

Library Updates –

3 New Databases –

- Historical Washington Post
- American Periodicals
- A collection of 39,000 electronic books

End of Semester Red Envelope Service - Janice will send out an email regarding the requirements for the red envelope service through the library

End of Semester Test Proctoring – Janice wanted to remind the group that the library does not give full class test proctoring; the service is for make-up tests only. Please make sure to fill the form out clearly, and include all information. Also, have the test at the library when promised to the student.

Newspapers in Education – Papers donated by the IR are for student use only, please do not take to personal areas. The library purchases a paper for use by everyone.

Reports Due Before Semester is Over – Sandy mentioned that when the assessment is due, the end-of-the semester data is not available. Brandi stated that the date for assessment being due was driven by the idea of a mid-year check to help drive the budget process. She also reminded the group that the purpose of assessment is to improve student learning, and if there are ideas to help make the process better they need to be brought to the Assessment Committee.

Maintenance Procedures – Dave J. voiced concern about maintenance request forms “falling off the radar”. He also wanted clarification of who is responsible when it comes to equipment issues. Brandi recommended that a copy of all maintenance request forms be kept and a copy cc’d to the Academic Affairs office. All equipment issues must go through Kevin.

Meeting Adjourned at 5:04 pm

Recorded by: Heather Ireland

M E M O R A N D U M

TO: Campus CEO's, Agency Directors, & OCHE Staff

CC: Board of Regents, Mick Robinson, Mary Sheehy Moe, Sylvia Moore, Tyler Trevor, Kevin McRae, Lynette Brown, Frieda Houser, Cathy Conover, Bill Johnston, Ed Bartlett

FROM: Commissioner Sheila M. Stearns

DATE: 12/9/2008

RE: 2009 Legislative Session

The 2009 Legislative session will begin on Monday, January 5. As we move into the session, it is imperative that we are coordinated and maintain excellent communication flow between my office and all of the campuses and agencies. In order to coordinate a system-wide approach, I am asking that all campus personnel involved in legislative relations of any kind strive to inform, plan, and collaborate with my office.

To avoid gaps in communication, please contact the appropriate person in my office whenever you or someone on your campus, to your knowledge:

- **Plans to testify before a committee**
Contact Tyler Trevor in advance of the hearing.
ttrevor@montana.edu; 444-0307
- **Has been asked for information by a legislator or legislative/executive staff member**
All requests for information for fiscal notes should be referred to Freida Houser who will coordinate with the campuses.
fhouser@montana.edu; 444-0320

For all other informational requests, let Tyler Trevor know of the request. If it is for system information, our office should respond. If it is for campus information, please copy us on your response so we know what information is being provided.

- **Plans to work with a legislator on a bill or legislative initiative, including building related projects**
Contact Tyler Trevor to ensure that the legislation is supported by the Regents and the MUS, and to keep us informed of your efforts.
- **Plans to be at the capitol to casually or formally meet with a legislator(s)**
Notify Tyler Trevor to ensure we are working together on issues.

In addition, we will be contacting your campus officials for information. As you can understand, the timeliness of response is critically important. We appreciate how demanding this can be at times, but hope you will be able to put a high priority on responding to our requests.

We are developing a legislative information site, which is linked from the MUS home page (<http://mus.edu/leg/leg.asp>). The site currently contains items such as, committee membership lists, links to the Governor's budget, the MUS strategic plan, and more. Check back often, as we will be using this site as the primary location for posting updates and bill tracking lists.

Each campus plays a vital role in creating our overall return on the taxpayers' investment in higher education. We look forward to working collaboratively with you and your staff as we move into and through the 61st legislative session.