FACULTY SENATE
December 7, 2011
LEO JOHNSON 346
4:10 PM – 5:00 PM
MONTANA STATE UNIVERSITY-BOZEMAN, MONTANA
Minutes

Members Present: Bolte (Music), Burrows (Ext), Cantalupo (Ext. Off-Campus), Caton (COB), Dougher (PSPP), Eitle (Soc/Anthro), Engel (LRES), Franklin (Micro), Greenwood (Math), Herbeck (Ed), Hostetler (Gallatin College), Igo (Ag/Ed), Kaiser (EEC), Larson for Sobek (M&IE), Lawrence (Chem & Biochem), Letiecq (HHD), Lynch (Psych), Martin (Mod. Lang), Moreaux (A&RS), Neumeier (Physics), O'Neill (Arch), Reidy (History), Ricciardelli (Film & Photo), Rossmann (Library), Schachman (Nursing), Zhu (CS)

Others Present: Ron Larsen, Anne Milkovich, Larry Carucci

Chair-elect Neumeier called the meeting to order at 4:10 PM. A quorum was present.

MSUii (MSU Integration Initiative) – Anne Milkovich:
Referring to a handout, Milkovich, updated the integration initiative. Currently, MSU is in a transitional period, nearing the permanent operational phase. Summarizing, one of Cruzado's missions is to have "One MSU" where all four campuses, "…is a big house with many doors to welcome our students and serve our communities."

GOALS and SUCCESS CRITERIA
With respect to academic support and administrative functions, MSUii is:
- Increasing operational efficiency across four campuses;
- Improving Student and community experience across four campuses; and
- Instituting OneMSU as the culture of the university.
Indicators of how successful the endeavor has been:
- Demonstrates a significant set of improvements; and,
- Institutes university-wide methodology for ongoing coordinated analysis and improvement.
Committees and teams comprised of all employee strata from the four campuses worked to integrate their ideas. Evidence of institutional cultural change were demonstrated by formation of ad hoc teams, who integrated their ideas such as anti-harassment online training, identity theft prevention program, volume discount purchasing, etc.

There were 26 accomplishments for improving the student experience which included efficiencies such as shared advisor dashboard, ease of transmittal, common course numbering, matching fund codes, streamlined transaction processing, etc. Currently, there are 19 improvements being worked on with respect to degree audit and advising, payroll process, document management, student relationship management, automated workflow, identity management, student athlete academic management, etc.

All *like* areas should be coordinated and working in collaboration with one another.

Best practices methodologies to sustain ongoing improvements include:
- Process Management systematically catalogs and analyzes institutional processes to identify areas for improvement or integration.
- Portfolio Management prioritizes administrative projects based on structured business cases and consistent evaluation criteria.
- A Program Management Office (PMO) provides central coordination and a single point of contact to facilitate portfolio and process management, support initiatives and projects, and communicate with stakeholders. The PMO is a virtual office of staff members assigned to work together similar to a permanent task force.

Faculty Rep to the College of Building Business Committee:
Motion to nominate Frank Kerins→seconded→all in favor→unanimously nominated, President Cruzado appoints. FS would like a report from the rep from time-to-time.

Make-up Policy for Students Missing Class on Behalf of MSU – first reading:

At the behest of the Dean of Students and because there is no written language to assist students/instructors in the process of missed class make-up, Faculty Affairs crafted a document with language that clarifies and describes the relationship between students (who represent MSU) and professors. Highlights of the document discussed were:

- If a student is an athlete, for example, they should prepare the instructor for their absences with a schedule of their specific participatory athletic events.
- As soon as possible, the student and instructor may decide how to makeup tests, classes, assignments, etc.

Discussions ensued: A FS member stated that some kind of timeframe notation was needed in bullet point two. It was noted that some students do not adhere to the student conduct code and special dispensations are already made for them. Instructors are encouraged to keep additional documentation should the student go before a conduct board. If students do not meet academic expectations, there is a hearing process that ensues.

The Faculty Senate meeting ended at 5:00 pm, as there was no further business.

Minutes were transcribed by Gale R. Gough, Administrative Associate, Faculty Senate.

Signature
Marvin Lansverk, Chair
John Neumeier, Chair-elect