

University Council MINUTES
Wednesday, November 6, 2013
8:30 AM - 10:00 AM
233 SUB

Waded Cruzado, Daniel Adams, Kregg Aytes, Matt Caires, Anne Camper, Kari Cargill, Nancy Cornwell, Glenn Duff, Adam Edelman, Tracy Ellig, Chris Fastnow, Peter Fields, Rolf Groseth, Brett Gunnink, Maggie Hammett, Bob Hietala, Ron Larsen, Bob Lashaway, Terry Leist, Diane Letendre, Jim Limbaugh, Robert Marley, Jill Martz, Shelley McKamey, Helen Melland, Robert Mokwa, Lindsay Murdock, Donna Negaard, Kim Obbink, Martha Potvin, Nicol Rae, Lynda Ransdell, Michael Stevenson, Leslie Taylor, Shana Wold, Susan Wolff

I. Call to Order

President Waded Cruzado

President Cruzado called the meeting to order.

II. Approval of Minutes for October 2, 2013

Minutes were approved unanimously. Peter Fields motioned to pass the minutes; Shelley McKamey seconded the motion.

III. University Wide Information/ Announcements

A. YEAR of Engaged Leadership Recognition

In honor of YEAR, Susan Wolff was recognized for her leadership in coordinating the OneMSU Symposium. In addition, Bob Hietala was recognized for his admirable efforts in the 1.5 mill levy passing, benefitting Gallatin College.

IV. New Items

A. Limited Submission Policy

Sandy Sward, Office of Sponsored Programs

Due to the large number of programs, it is not possible for the Office of Sponsored Programs (OSP) to provide notification of every limited submission opportunity. Therefore, it is the dean, department head and principal investigator's responsibility to notify the Office of Sponsored Programs and email research@montana.edu if s/he intends to make an application to a limited submission opportunity.

In order to be considered for limited submission opportunities, MSU deans, departments and principal investigators must coordinate with OSP/Pre-Award staff as provided in the procedures outlined below.

B. Common Hour Exam

Martha Potvin, Provost

The nominal examination time may be from one to two hours.

For each Common Hour Examination, students will be excused from an equivalent period of instruction.

Requests regarding the-date, duration, and room assignments for Common Hour Examinations must be submitted to the Registrar's Office by the 20th class day of the prior semester.

Departments must provide for make-up examinations or other equivalent means of evaluating the student who are absent from the scheduled examination for legitimate reasons.

Students officially representing MSU who have regularly scheduled practices or meetings that conflict with a Common Hour Exam may arrive up to 30 minutes late. However, such a student must notify his/her instructor at least 24 hours in advance. Such students shall receive equivalent time to complete the exam.

All faculty should consider the Common Hour Examination schedule when planning their own evening examinations and other activities. Common Hour Examinations take precedence over all activities that occur outside of scheduled class hours.

C. International Travel Policy

Norm Peterson, Executive Director

Montana State University recognizes and supports the international expertise of its faculty and seeks to provide its graduates with global and multicultural understanding as part of its Strategic Plan. The University must balance the educational value of participation in international activities with the potential risks of those activities to its students, faculty and staff. This policy is intended to address the risks of international travel in a comprehensive and consistent manner. It seeks to provide resources to assist students, faculty and staff in preparing for safe and successful international travel and is intended to promote the health, safety, and security of all members of the University community while traveling abroad. The University respects the academic freedom of faculty to pursue their scholarly endeavors through international travel. As such, this policy is designed to support the international engagement of its students, faculty, and staff in a responsible manner.

D. Space Management Policy

Bob Lashaway, AVP, University Services

MSU is comprised of over 38 significant state-funded buildings encompassing over 1.86 million gross square feet of space with an approximate value exceeding \$450 million.

Since physical space can be a limiting resource in the development and improvement of MSU's programs, the effective utilization of this valuable asset is essential to the success of the university. Space is a critical university-owned asset and is subject to assignment (and periodic evaluation and re-assignment) in order to meet the overall needs and best interests of the institution.

This policy establishes a framework for the use, allocation and review of MSU's physical assets.

V. Old Items

A. MSU Stay-at-Work / Return-to-Work Policy

Leslie Taylor, Legal Counsel

Brenda Mowers, Insurance & Workers Comp Manager

The 2011 Legislature established SAW/RTW assistance to be made available upon request to help injured employees return to meaningful, productive employment as soon as it is safe to do so following a compensable work-related injury or occupational disease, even if they are not yet able to perform 100% of their regular work duties.

Staying at work or returning to work helps to reduce the impact of workplace injuries on workers, their families, their employers and their communities. A SAW/RTW program is a practical approach to returning injured employees to a safe and productive work environment, and is intended to be time-limited and temporary. Although injured employees may be unable to perform their time-of-injury job, they can often do alternative, productive work while recovering fully from injuries. Services extended as part of SAW/RTW assistance are provided in addition to or prior to rehabilitation services and are intended to help an injured worker return to work.

There were no comments regarding the policy. Bob Lashaway provided a motion to approve the policy; Peter Fields seconded the motion. Policy passed.

VI. Informational Items
A. Strategic Plan Goal Update: Access
Chris Fastnow, Director, Office of Planning & Analysis

VII. YEAR of Engaged Leadership
A. ACE Fellowship Program
Robert Marley, Vice President for Student Success

VIII. Updates

IX. Public Comment

No public comment.