

Faculty Meeting
4/30/2025 – 1 to 2:30 p.m.
SUB 204 – Copper Lounge

- I. Welcome: <https://mtech.edu/facultystaff/facultysenate/>

Action Items

- II. Approval of Graduates
- III. MBMG Merit Increase Proposal

Information Items

- IV. Academic Year Emerit Nominations
- a. Steve Tarrant
 - b. Pat Munday
 - c. Linda Granger
 - d. Karen VanDaveer
 - e. Catherine McDonald
 - f. Les Cook
- V. Reserved for Provost and Montana Tech Administration

Discussion Items

- VI. Faculty Climate Survey Results
- VII. Proposed change to course evaluations
- a. Current Evaluations
 - b. IDEA SRI / Anthology Resources
 - c. Sub-Committee on Evaluation Drafts
- VIII. For the Good of the Order

206.5 MBMG Merit Awards

206.5.1 General Considerations for Merit Awards

The following points shall be observed:

1. To receive a Merit Award, the Bureau member must apply for it. It is the applicant's responsibility to describe and explain the reasons they should receive a Merit Award. The application must explicitly address the criteria that the Merit Award Committee will use to evaluate applications.
2. Up to three (3) Merit Awards can be granted each year.
However, there is no expectation that any or all awards will be granted in a given year.
3. The applicant must be a full-time employee of the Montana Bureau of Mines and Geology.
4. A Merit Award shall be granted for exceptional achievement in one key area (research/publication, service, or leadership) or excellence in two or three key areas (research/publication, service, or leadership).
5. The activities or accomplishments under consideration for a Merit Award shall have taken place in the immediate three years prior to the application.
6. Applications shall be evaluated by a Merit Award Committee consisting of five (5) Bureau Professional Practice Faculty members:
 - a. three (3) program leaders (Geology, GWAP, GWIP) or alternates selected by the Director each year,
 - b. two (2) at large members with demonstrated long-term leadership, selected by the MBMG Director each year.
7. No members of the Merit Award Committee will be active

applicants; membership will be determined after applications have been received by the Director. The Director is never eligible for the Merit Award.

8. The Merit Award Committee shall elect a new non-consecutive chair each year.
9. The Merit Award Committee will submit recommendations to the Research Division Chief, but is encouraged to consult with the Division Chief during their review.
10. The Research Division Chief will present recommendations to the Director who will present recommendations to the Chancellor.
11. A Bureau member shall not be eligible to apply for a Merit Award for two years following receipt of a Merit Award.
12. Funding for Merit Awards shall not be taken from the general salary pool.
13. Merit Awards shall be in the amount of ~~\$2,000.00~~ \$2,500, all of which shall go into the Awardee's base salary beginning July 1 following the award.

MONTANA TECH COURSE INSTRUCTION EVALUATION FORM

Please use the following scale for your response to each item.
Questions 1 - 25 refer to the instructor of the course.

CRN NUMBER				
0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

NOT APPLICABLE

STRONGLY DISAGREE

DISAGREE

NEITHER AGREE NOR DISAGREE

AGREE

STRONGLY AGREE

1. The instructor is well prepared.	5	4	3	2	1	0
2. The instructor stresses general concepts and ideas.	5	4	3	2	1	0
3. The instructor uses examples and illustrations.	5	4	3	2	1	0
4. The instructor gives references for more interesting and involved points.	5	4	3	2	1	0
5. The instructor explains clearly.	5	4	3	2	1	0
6. The instructor gives lectures that are easy to outline.	5	4	3	2	1	0
7. The instructor states the objectives of each class.	5	4	3	2	1	0
8. The instructor summarizes to emphasize the major points.	5	4	3	2	1	0
9. The instructor makes a few major points during lecture rather than many.	5	4	3	2	1	0
10. The instructor identifies what he or she considers important for the purposes of testing and evaluation.	5	4	3	2	1	0
11. The instructor uses exams and various assignments effectively for synthesis and evaluation.	5	4	3	2	1	0
12. The instructor is fair and impartial in grading assignments, exams, quizzes, etc.	5	4	3	2	1	0
13. The instructor keeps students informed of their progress.	5	4	3	2	1	0
14. The instructor is helpful and responsive to students.	5	4	3	2	1	0
15. The instructor encourages class discussion/participation.	5	4	3	2	1	0
16. The instructor asks questions of students.	5	4	3	2	1	0
17. The instructor is willing to listen to student questions and opinions.	5	4	3	2	1	0
18. The instructor is available for extra help during his/her office hours or by appointment.	5	4	3	2	1	0
19. The instructor has a concern for the quality of teaching and learning.	5	4	3	2	1	0
20. The instructor encourages students to challenge themselves and do high quality work.	5	4	3	2	1	0
21. The instructor treats students with respect.	5	4	3	2	1	0
22. The instructor has an effective style of presentation.	5	4	3	2	1	0
23. The instructor has a strong command of the subject matter.	5	4	3	2	1	0
24. The instructor is enthusiastic.	5	4	3	2	1	0
25. The quality of teaching was very effective in contributing to my learning.	5	4	3	2	1	0

Continued on back

COMMENTS

What aspects of the course contributed to your learning?

What aspects of the course did not contribute to your learning?

Suggestions – what would you change to improve the course?

This image shows a single sheet of white paper with horizontal blue lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Teaching Essentials Instrument

Sample Student Survey

The Instructor:

Your thoughtful answers to these questions will provide helpful information to your instructor.

Please answer the following for Sample Instructor:

Describe the frequency of your instructor's teaching procedures.

The Instructor:

	Hardly Ever	Occasionally	Sometimes	Frequently	Almost Always
Displayed a personal interest in students and their learning	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Found ways to help students answer their own questions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Demonstrated the importance and significance of the subject matter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Made it clear how each topic fit into the course	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Explained course material clearly and concisely	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Introduced stimulating ideas about the subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Inspired students to set and achieve goals which really challenged them	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please answer the following for Sample Instructor:

Describe your attitudes and behavior in this course.

	Definitely False	More False than True	In Between	More True than False	Definitely True
As a rule, I put forth more effort than other students on academic work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My background prepared me well for this course's requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I really wanted to take this course regardless of who taught it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Teaching Essentials Instrument

Sample Student Survey

Please answer the following for Sample Instructor:

For the following items, choose the option that best corresponds to your judgement.

	Definitely False	More False than True	In Between	More True than False	Definitely True
Overall, I rate this instructor an excellent teacher.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Overall, I rate this course as excellent.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please answer the following for Sample Instructor:

Comments

- End of Survey -

Note: A custom question feature is also available and may be used to apply additional questions to individual surveys, across courses, program areas or institution-wide.

anthology® Evaluate

Course feedback to improve teaching and learning

Go beyond surface-level feedback to gather perceptions of students' learning. Anthology® Evaluate streamlines the course evaluation process from start to finish, helping institutions to gain a deeper understanding of their learners by simplifying the collection of feedback and providing reports to allow data-informed decisions to be made and deeper insights applied to improve learning experiences.

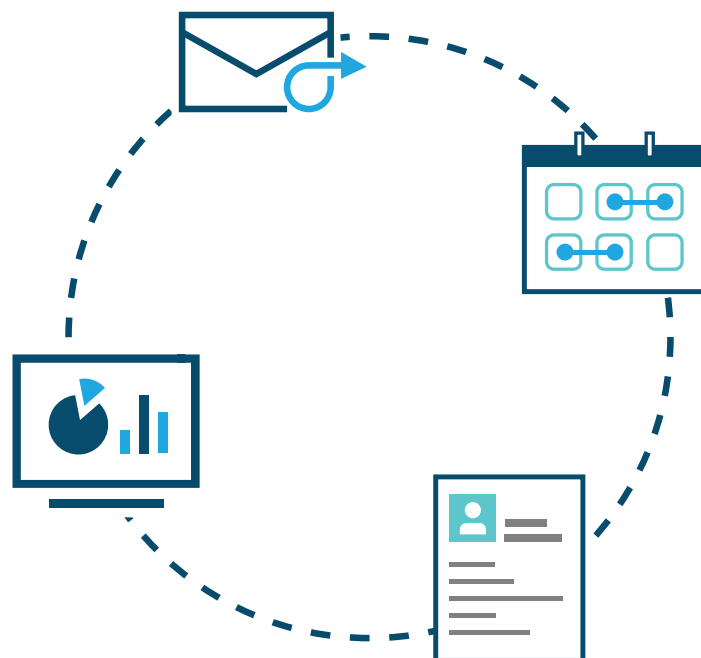


Build an ideal process for course evaluations

When it comes to course evaluations, each institution has unique needs and requirements. With Anthology Evaluate, institutions can take advantage of enhanced functionality including normed and validated instruments to go beyond a standard course evaluation, or design their own instruments, ensuring a comprehensive collection of learner feedback.

Elevate your teaching and learning experiences

Recommendations for development which consider both instructor goals and student self-rated progress can further improve teaching and learning experiences. Anthology Evaluate empowers instructors with feedback from learners on their perceived progress on learning objectives and on the frequency of teaching methods to get a better understanding of strengths and opportunities for potential improvement.



Measure, analyze, improve

Anthology Evaluate can easily collect students' perception of learning thanks to multiple feedback options and custom questions. Data is provided to instructors for interpretation, so that the results can be transformed into actionable steps for improvement. This allows instructors to enhance their current teaching process and test new approaches to their methods.

Full email automation and powerful reporting capabilities

The robust reporting provided by Anthology Evaluate brings institutions usable information to make data-informed decisions and guide instructors in teaching more effectively. Also, the built-in modern email automation is a time saver that helps institutions streamline the administrative process of evaluations.

LMS agnostic

By using an LTI integration, learners can automatically access Anthology Evaluate within their learning management system, which boosts response rates by making the evaluations accessible and centralized within one tool.



Anthology Evaluate...

Has facilitated more than **840 million course evaluation responses**, helping institutions to make better data-informed improvement decisions

Provides evaluation instruments within the Idea System which are a result of **over 45 years of research** in teaching and learning, and have been continuously developed and refined over time

Anthology offers two editions to efficiently meet your unique course evaluation needs:

Enhanced: Includes the Idea System, providing institutions with the flexibility of choosing from a comprehensive set of three nationally normed, validated, and reliable evaluation instruments as well as advanced reporting.

Core: Empowers institutions to use their own course evaluation instruments and leverage evaluation data into program planning, accreditation, and administrative review processes.



	Learning Objective Selection		
	Adaptive Instructor Feedback		
	Scoring Adjustment		
	Idea Evaluation Instruments		
	Comparison Data		
	Evaluation Custom Questions		
	Reporting and Emails		

■ Discover the Anthology Evaluate solution today.
anthology.com/evaluate



MONTANA TECH

Evaluation for Face to Face Lecture Courses

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Student

- | | | |
|--|----------|----------|
| a. Was this course required for your major or was it an elective? | Required | Elective |
| b. What grade do you expect in this course? | F D C | B A |
| c. How much time did you spend on this course outside of class? | _____ | hrs/wk |
| d. How much outside time involved the instructor (office hours/appointment)? | _____ | hrs/wk |

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Instructor

	1 = Strongly disagree	2 = Disagree	3 = Neither agree nor disagree	4 = Agree	5 = Strongly agree
1. was prepared for lecture and maintained effective teaching.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. provided and reviewed a syllabus that included course objectives and outcomes (see below).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. used various assignments, quizzes and/or exams effectively for evaluation and synthesis.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. used fair evaluation and synthesis methods.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. gave timely feedback that helped students prepare for future assignments, quizzes and/or exams.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. was responsive and available during office hours or by appointment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. used lecture time efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. encouraged students to challenge themselves and produce quality work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

What do you like best about the course/instruction?

What do you like least about the course/instruction?

What do you recommend for improving the course/instruction?

Feedback for other students: What advice would you give to another student who is considering taking this course (or section)?

Please provide additional comments.

MONTANA TECH

Evaluation for Face to Face Lecture Courses

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Course Objectives – Please indicate if the following objectives were met or not met and comment

The student will:

Course Objective #1: _____<type in the objective here> _____

Met Not Met

Comments _____

Course Objective #2: _____<type in the objective here> _____

Met Not Met

Comments _____

Add more Course Objectives as needed

Course Outcomes – Please indicate if the following outcomes were met or not met and comment

The student will:

Course Outcome #1: _____<type in the outcome here> _____

Met Not Met

Comments _____

Course Outcome #2: _____<type in the outcome here> _____

Met Not Met

Comments _____

Add more Course Outcomes as needed

MONTANA TECH

Evaluation for Distance Courses (fully-online)

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Student

- | | | |
|---|--------------|----------|
| a. Was this course required for your major or was it an elective? | Required | Elective |
| b. What grade do you expect in this course? | F D C B A | |
| c. How much time did you spend on this course (including in-class and independently)? | _____ hrs/wk | |
| d. Did you take advantage of the instructor's online office hours? | Yes | No |
| e. Did you find the flexibility of a fully-online schedule useful? | Yes | No |

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Instructor

	1 = Strongly disagree	2 = Disagree	3 = Neither agree nor disagree	4 = Agree	5 = Strongly agree
1. provided clear directions for course exercises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. provided clearly stated course objectives and outcomes in a syllabus or other location (see below).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. provided access to resources needed to complete the course work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. articulated clearly the expected standards of performance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. gave timely feedback that helped students prepare and improve.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. was responsive and available during office hours or by appointment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. provided opportunities for interaction with the content, other learners, and/or the instructor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. was present for online discussions and interactions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

MONTANA TECH

Evaluation for Distance Courses (fully-online)

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Design

1. was effectively and logically organized.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. provided a fully-online schedule resulting in a seamless experience.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. had assignments and lectures that were useful and complemented each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. offered clear instructions for accessing course materials (including manuals, handouts, Apps and tools, audio or video recordings, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. provided opportunities for low-stakes assessment such as self-evaluation to measure learning (formative assessment) throughout the course.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments

What do you like best about the course/instruction?

What do you like least about the course/instruction?

What do you recommend for improving the course/instruction?

Feedback for other students: What advice would you give to another student who is considering taking this course (or section)?

Please provide additional comments.

MONTANA TECH

Evaluation for Distance Courses (fully-online)

<CRN, Dept, Course Number, Course Name, Semester, Year, Instructor>

Course Evaluations are routinely used so courses and labs can be adjusted based on your input. Both positive comments and constructive criticism are welcome. It is important to note that your input is used by the instructors to improve all courses and labs and thereby help future students taking them. This evaluation will not be seen by the instructor until after the course is completed and grades are submitted.

Course Objectives – Please indicate if the following objectives were met or not met and comment

The student will:

Course Objective #1: _____ <type in the objective here> _____

Met Not Met

Comments _____

Course Objective #2: _____ <type in the objective here> _____

Met Not Met

Comments _____

Add more Course Objectives as needed

Course Outcomes – Please indicate if the following outcomes were met or not met and comment

The student will:

Course Outcome #1: _____ <type in the outcome here> _____

Met Not Met

Comments _____

Course Outcome #2: _____ <type in the outcome here> _____

Met Not Met

Comments _____

Add more Course Outcomes as needed