



# The University of Montana-Helena

## COLLEGE OF TECHNOLOGY

### **College Council** **3:30 p.m. – 5:00 p.m.** **September 14, 2010**

Attendees: Dean Bingham, Russ Fillner, Jennifer Skartveit, Suzanne Hunger, Janice Bacino, Art Warner, Steve Lewis, Wyatt Conard, Sarah Dellwo, Joan Schneider, Brandi Foster, Mike Brown, Jeff Block, Kevin Brockbank, -Mike Ceartin; Kila Shepherd; Recorder: Winnie Strainer

Minutes were reviewed

#### Communication Plan Outline/Template:

- Kila reviewed the draft template located on the H: drive in the College Council folder
- The group discussed Target Audience Participants
- Intro to new process will be discussed today and Brandi will draft the message

#### Communication Email Content:

- Assigned time to present their area assessments was discussed
- CC members should review the assessments prior to the meetings
- Areas should present their Assessments to the CC
- We want to assess that the institution is moving in a strategic directions
- Our opportunity to assess the mission fulfillment of the institution and provide feedback to collaborate and direct in the correct
- Brandi will forward the draft communication to CC members for review prior to sending to the institution
- Allotted time for each presentation
  - Each area needs ample time to present and be given feedback
  - Working Session rather than allotted presentation time
- Our goal is not to review each goal every year but to initially train and review in intervals
- Goals are due in May 2011
- We are going to start focusing on Learning Outcomes
- Assessment is not meant to be a performance evaluation but is for the betterment of the institution
- There is accountability if there are items identified during the Assessment process
- CC is responsible to the assessment of the institution
- Brandi's position is the Accreditation Liaison and will assess the Assessment

#### Assessment sub-groups excluding Daniel and Brandi:

- |          |                         |
|----------|-------------------------|
| Group 1  | Janice, Art, Mike       |
| Group 2: | Jennifer, Suzanne, Joan |

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Group 5: Sarah, Gary, Wyatt

Group 4: Steve, Kevin, Jeff

Group 5: Russ, Kila, Winnie

-September 28<sup>th</sup> to November 23<sup>rd</sup> 4 Assessments out of 8 due to CC

-Breaking the CC up into subgroups to assess areas and discuss the reviews in the CC

-Reviewing last year's Assessments and goals for this year

### Diversity

-Suzanne would be interested in heading a Diversity Taskforce

-Current diversity components were discussed

-Fee Waivers are broken out into the different types

-Seniors, Veterans, Native American, etc

-Fee Waivers are more about access than diversity

### Miscellaneous Items:

-Mike Ceartin brought up concerns from the Facilities Safety Committee about the Lab Assistant duties and that we don't have anyone in the position; concern that chemicals may become disorganized

-A Work Study is currently in the area

-Faculty have responsibility for proper use of the chemicals as well as a facilities component

-Brandi and Kila asked Mike to contact him if there are specific concerns that they can address

### Action Items:

-Brandi will forward the draft communication email to CC members for review

-Kila will update the Communication Plan

-Janice and Brandi will work on the Assessment Review form

- Daniel, Russ, Mike and Brandi will ensure that all assessments are in and will assign them to the subgroups

Meeting adjourned