



**College Council
Meeting Summary
November 13, 2012 – Lecture Hall
3:30 pm - 5:00 pm**

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|---|---|
| <input checked="" type="checkbox"/> Jeff Block, Director of IT Services | <input checked="" type="checkbox"/> Suzanne Hunger, Director of Student Success |
| <input checked="" type="checkbox"/> Mike Brown, Institutional Researcher | <input type="checkbox"/> Tia Kelley, Interim Division Chair Gen Ed (<i>excused</i>) |
| <input checked="" type="checkbox"/> Della Dubbe, Director of Library Services | <input type="checkbox"/> Steve Lewis, Wellness Committee Representative (<i>excused</i>) |
| <input checked="" type="checkbox"/> Russ Fillner, Assistant Dean/Fiscal & Plant | <input checked="" type="checkbox"/> Barbara McAlmond, Marketing and Communications |
| <input checked="" type="checkbox"/> Gary Frankforter, Director of Facilities | <input checked="" type="checkbox"/> Mike Wiederhold, Interim Director of Trades |
| <input checked="" type="checkbox"/> Mary Ann George, Staff Senate Representative | <input checked="" type="checkbox"/> Jennifer Schade, Recorder |
| <input checked="" type="checkbox"/> John Hartman, Faculty Senate Representative | <input type="checkbox"/> Misty Greenfield, Student Government Representative |
| <input type="checkbox"/> Elizabeth Stearns-Sims, Assistant Dean/Student Services (<i>excused</i>) | <input type="checkbox"/> Cindy Yarberry, Director of Learning Center/Disability Services (<i>excused</i>) |

Welcome

Committee Activity/Projects/Calendars

- Daniel is requesting that all committees submit goals and potential future projects to College Council for review. This is information we need to share with the entire institution.
- Issues regarding silhouettes
 - The Helena College Diversity Committee recently sponsored a display on campus (the silhouettes lined the hallways). This display included 78 silhouettes representing women who have been murdered by a domestic partner in Montana since 1990. The goal of this project was to eliminate murder by domestic violence in Montana by the year 2020.
 - This display had tremendous impact – both positive and negative. In the future, we need to be more sensitive to others in regards to these types of issues. In bringing this information to College Council prior to the event, we may be able to modify the project so as not to offend anyone (place only in designated areas, etc.).
- Projects (past, current, and future)
 - Artwork display
 - Library – book club
 - Speakers on campus
 - Science Fair

College!NOW – What does it mean to be an institution that is “Adult Friendly”?

- Daniel will be travelling to Missoula for the BOR meeting and has been asked to present information on what it means to be an “Adult Friendly” institution.
 - We have to have conversation about adult friendly - this is what the focus is at this time
- What are your thoughts? What do you believe is an “adult friendly” institution?
 - One that provides a vast array of scheduling (days, evenings, weekends, etc.)
 - More online courses, more diverse courses, more courses that are offered as hybrid, on the weekend, during winter break, etc.

- Daycare – this is a major issue among our student body
 - If we want to capitalize on more psych/soc courses, we need our own child care system
 - The daycare could be housed within an education program – expands early childhood development
 - Can we maybe partner with someone?
 - A daycare will take a lot of commitment.
 - Per Daniel – we would not want this to be *just* a daycare, but rather educational development
- Mike W stated that if we offer daycare services, we could include tutoring for younger children.
- Online – more adaptable – some courses can't be offered online such as Chemistry
 - Cannot do lab class online
 - We need to note that when the environmental science class shifted to completely online instruction, we lost approximately 25% of the class.
- Accessibility
- Mike B – we need to assess Prior Learning opportunities – i.e., military, those in the workforce for many years, etc.
 - We must maintain the integrity of our programs but should have the option of evaluating prior skills/knowledge on more of an individual level.

Credit for Prior Learning

- Research shows that those that can come in with prior learning credits will complete at a higher rate.
- This option is being discussed at very high level.
- It would require a fair amount of work.
- Expense to institution
 - May need to hire full time position for prior learning assessment
 - Marketing component
 - Transcript reading component
- Helena College could possibly be the pilot
 - How many credits, how do we test out, how do we transcript this – many questions
 - Test out with credit prior learning
- Please take this question of the adult friendly institution back to your areas.

Action Item: Will add as a continuous discussion for future meetings

New Name Rollout

- Per Barb – on July 30th rolled out our new name
- Changed interior signage
- Printed ads
- New web site
- College printed items
 - We have printed new business cards, name tags, etc.
- **Action Item: Barb will order card and tags for Mary Ann George and John**
- We have not completed the corrections to the tag-way signs on interchange – this is in the works
- Fire/Rescue and Aviation has new logo
- Gary and maintenance have new hats/shirts
- Daniel – what is the public saying about the name change/rebranding?
 - Mike B – Positive reception to new branding. Some still seem confused as to why we made the change in the first place.
 - People think it looks good.
 - Jeff – getting more accustomed to the change.
 - SH – there seems to be a disconnect between our alums and our readmits

- John – online – IR website – some of those submitting comments on the article in the paper gave more than their two cents – some felt we have an identity crisis – others say the confuse Helena College with Carroll College
- Mary Ann George – some people say “What’s Helena College”?
- Three individuals from the Great Falls campus were visiting Helena College to present at a professional development seminar for our faculty. During their visit they stated we have done an excellent job with our redesign and advertising on the new name.

Accreditation and Assessment Updates – Mike Brown

BOR Program Review Submissions/Reviews

- Reporting out
 - Assessment
 - New planning process went well – 90% of the Annual Planning Assessment submissions came in on time
 - Every committee wrote a plan
 - Non-academic programs submitted plans as well
 - Every year we will do Program Review – every program is on a 5-year cycle
 - There were four Program Reviews done last year – we received the report in email from Mike
 - Board of Regents requires us to do an in-depth self-study on each program
 - As a member of College Council, we need to see the big picture on campus.
- Working on NWCCU recommendations from Year One Report
 - There are three recommendations - two items are tied to core themes
 1. Threshold of fulfillment – something that says based on what we have done, we have accomplished our goals at some level of quantity/quality performance
 - What is needed from this point on – our ideas – Mike is proposing we look at examples from other schools
 2. We had no data – instead of setting targets we put “continual increases”
 - They want hard targets
 - We have some of this in place now in our Strategic Plan
 - Mike came up with a handout that shows direct alignment or overlap between our strategic plan and core theme objectives.
 - We have good overlap with mission, strategies, and core themes
 3. Year Three Self-Study Report Steering Committee – Spring 2014
 - We have formed the core of steering committee
 - Next semester Mike will issue tasks to College Council members
- Budget committee
 - Need to show our budget planning process is more tied with mission and strategic plan
 - Sent bullet points to Leadership on how budget process should be done
 - Prioritized items if unobligated budget authority to buy additional things
 - By end of December – Budget committee will have list of recommendations
 - Leadership will evaluate the budget
 - In mid-January budgets and assessment due

With no further business the College Council Meeting adjourned at 4:35 pm.