

## COLLEGE COUNCIL

Minutes

Don 125 (Lecture Hall) – 07/11/2017

---

### Required attendees:

- Baker, Jane
- Block, Jeff
- Brown, Mike
- Burke, Tammy
- Curtin, Valerie
- Dellwo, Sarah
- ~~Dubbe, Della~~
- Fillner, Russ
- ~~Henry, Rick~~
- Hickox, Chad
- Johnson, Brenda

- Kiesling, Robyn
- Kurokawa, Quinn
- Lannert, Mary
- Richards, Matthew
- ~~Sacry, Sandy~~
- ~~Schmidt, Matt~~
- Stearns Sims, Elizabeth
- Turner, Patrick
- Willcockson, Ann
- ~~Zelenak, Maia~~

### Optional

- ~~Bennett, Josh~~
- McAlmond, Barb
- ~~Wiederhold, Mike~~
- Clinard, Jan
- Dendinger, Rick
- ~~Fife, Kris~~
- ~~Orr, Brandon~~
- Steckler, Tammy

**Recorder:** Summer Marston

---

Committee Updates were sent out in advance of the meeting. Questions / comments were as follows:

### COMMITTEE REPORTS

- **Advising**
- **Budget**
- **Diversity**

Diversity kicking off “I am” campaign in early August. Looking for examples of diverse people involved with campus. Contact Robyn.

- **Institutional Effectiveness**
- **Professional Development**
- **Quality Work Life**
- **Safety**
- **Strategic Planning & Assessment**

### FACULTY, STAFF, AND STUDENT SENATE REPORTS

- **Faculty Senate**
- **Staff Senate**
- **Student Senate**

### POLICY ITEMS

- [100.1 - Formulation and Issuance of College Policies and Procedures DRAFT EDITS | Redline Changes](#)  
Edit posted for first review, ends 07/12/2017.
- [400.4 - Alcohol and Drug Free Workplace DRAFT | Redline Changes](#)  
One comment stating it was nicely modified. College Council approved for final posting for final review.

## ACTION ITEMS

- **Graduation Speaker Suggestions**

List of past speakers and running list of future possible speakers was distributed with meeting materials. Graduation Committee requests College Council provide 5 suggested speakers ranked in order of who to contact at the next meeting.

## HELENACOLLEGE.EDU

Email addresses have been switched to @HelenaCollege.edu (not case sensitive). Barb will send an email with language to add to email signatures to inform others the addresses have changed. These instructions will also be placed on the employee drive. Barb requested employees inform memberships, outside contacts, etc. Old address will forward through December 2017.

## INFORMATION / DISCUSSION ITEMS

- **Spring End of Term Dashboards**

Mike took the group through the Spring End of Term Dashboards. Each metric has a link to the overall report for history or context. Comparisons are to prior year. **Final Census Student FTE** up this spring over prior; used by MUS to determine funding. **Student Credit Hours Passed** up. Slipped slightly in **Development Student Credit Hours** over prior year, but had been unusually high then. Developmental is a performance-based funding measure; passing is C- or better. **Course Capacity Attained** down slightly. **Developmental Writing Completion Rate** and **Developmental Math Completion Rate** both slipped a little. **Online Course Completion Rate** down; looks at online with a face-to-face (F2F) course for comparison to ensure students taking online are receiving the same learning experience as F2F. Completion rate for all online would be helpful to know. Hybrids are not considered online as they are not solely online. Quinn stated many students have difficult an online forum and no teacher present. Students felt instructors were unapproachable, emails were curt, etc. However, jobs, families, class schedules, etc. leave no alternative. High drop rate attributed to that disconnect. Many colleges are investigating ways to help with the isolation and lack of human element; assigning someone to call and check on students, not just with school, but with issues in general. The eLearning directors are working to train instructors with online instruction to ensure the quality remains high. **Internship Course Completion Rate** down. Dev student credit hours going down not related to corequisite work; those students were placed into 096 to complement. College Council discussed student course evaluations. Quinn stated students are often already frustrated with the course and cannot be bothered to fill the evaluations out. Evaluations are currently done at the end of the semester to ensure help alleviate concern of faculty retaliation. Students also express concern with accessing via email and that it may not be anonymous. Electronic evaluations are much less time-consuming than paper which also lacks anonymity. Paper cannot be replicated with online courses. Chad explained that the electronic evaluations are completely anonymous. While the computer can determine which students have/have not participated, HC staff/faculty have no way to access that information.

- **CC Mission Task Force Recommendations**

College Council discussed the task force recommendations:

***Mission***

A draft was sent out with the meeting materials, in particular “delegated” vs “designated.” Ultimately, the Council opted for “designated” to indicate the Council has the authority to make decisions on certain items. Ann made a motion to approve the mission as follows:

*Helena College Council facilitates campus communication and coordination; exercises designated decision authority in order to enable effective and efficient college operations.*

Barb seconded the motion. All in favor; motion carried.

***Membership - Leadership***

The task force recommended having Leadership attend College Council as ex-officio members to provide input/reasoning, regardless of the agenda. Leadership had discussed having the Dean/CEO meet with the College Council chair to set the agenda, but not attend meetings to allow for robust conversation. After further discussion, College Council members suggested including Leadership in the meeting as a placeholder to ensure their availability to efficiently, expediently provide input and answer questions. It may take a while to figure out what will be decided upon at College Council versus a higher/lower level. Elizabeth made a motion to approve not including the Dean/CEO, Associate Dean, and Assistant Deans as members of college council, but to bring them in as needed to provide input and answer questions; Robyn seconded. All in favor; motion carried.

***Membership – Directors/Division Chairs/Managers/Senate Presidents***

The task force had discussed directors, division chairs, senate presidents, and managers as members. College Council discussed the options of these voting/not voting. Tammy made a motion that managers be ex-officio members, nonvoting, called in when necessary; Brenda seconded. Motion failed. College Council discussed memberships further. Managers were asked for their thoughts. Overall, concern was expressed that areas may not be represented based on the title manager, primarily the business office. All directors, division chairs, senate presidents, and managers would result 20 members. Tammy made a second motion to include all directors, division chairs, managers, and senate presidents as voting members; Barb seconded. All in favor; motion carried.

***Agenda Item***

The task force drafted a form for submission of agenda items. Items submitted to for the agenda would be discussed by the College Council chair and the Dean/CEO when the agenda is set. Some items may require more preparation as determined by the College Council chair and the Dean/CEO.

***Quorum***

The task force recommended requiring 2/3 members in attendance to constitute a quorum.

***Meeting Frequency***

The task force has recommended meeting twice a month (semi-monthly). College Council discussed the meetings could be shortened to an hour and cancelled if not needed.

A new task force will convene to draft bylaws (including officer positions), work on the agenda item form, and determine attendance required for a quorum and frequency of meetings. The task force will be led by Mary Lannert; Tammy Steckler, Quinn Kurokawa, and Ann Willcockson will serve. Their recommendations will be discussed at the September College Council meeting, and officers will be elected at that time.

**DELIVERABLES:**

- College Council will provide the Graduation Committee with 5 suggested speakers ranked in order of who to contact at the next meeting.
- The task force will make recommendations (bylaws, officer positions, agenda item form, quorum, meeting frequency) at the September College Council meeting, and officers will be elected at that time.

**INSTITUTIONAL COMMITTEE UPDATES**  
*Updates for 07/11/2017 College Council Meeting*

---

**ADVISING**

The Advising Committee has not met since the ending of the academic year. Still making plans to facilitate several advising workshops during Institutional Development Days and conduct faculty breakout sessions.

**BUDGET**

No update at this time.

**DIVERSITY**

Diversity Committee is meeting and planning events for fall 2017 and spring 2018, with events starting in August. No other news to report at this time.

**INSTITUTIONAL EFFECTIVENESS**

The Institutional Effectiveness Committee met on June 28<sup>th</sup>. The following committee mission statement has been adopted:

*The mission of the Institutional Effectiveness Committee is to evaluate the efficiency and effectiveness of college operations to ensure that policies, processes, and resources achieve optimal outcomes. The work of the committee is informed by the college's mission, core themes, and strategic goals; and will be evidence-based, results-oriented; holistic, inclusive, and responsive.*

Committee members began evaluating the results of the 2016 Survey of Entering Student Engagement (SENSE) through a group data narrative exercise. The 6 benchmarks and the results of the special topic questions on advising have been assigned to pairs of committee members for review. Findings will be discussed at the next meeting on July 26.

**PROFESSIONAL DEVELOPMENT**

No update at this time.

**QUALITY WORK LIFE**

No update at this time.

**SAFETY**

Safety Committee is getting staff trained in Active Shooter/Intruder Threat training right now. We will have a committee meeting on July 28. No other news to report at this time.

**STRATEGIC PLANNING & ASSESSMENT**

SPA met for the first time since the NWCCU visit with a somewhat reduced membership. The group had been expanded to serve as the steering committee for the Year 7 accreditation visit, so it has now been shrunk back to something resembling its previous size. Discussion occurred about whether the right people were at the table, and an additional invitation was issued. The group is now thought to have the appropriate constitution. Its work for the immediate future will be developing a work plan for SPA (a subcommittee was formed for this task). Early priorities are likely to be sorting through the results from the May Strategic Planning update session that involved the whole college and which was led by Stacy Klippenstein from Miles Community College. On-deck for consideration in the near-term is the NWCCU Y7 report and how we will address the Recommendations in that report. Meetings of subcommittees will occur as needed based upon the work plan that is being developed, and the whole committee will continue to meet monthly.

---

**FACULTY SENATE**

No update at this time.

**STAFF SENATE**

No update at this time.

**STUDENT SENATE**

No update at this time.