

DEAN'S CABINET MINUTES
OCTOBER 9, 2023

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

CABINET MEMBERS:

- **Sandra Bauman**, Dean/CEO
- **Kelley Turner**, Exec. Director of Operations
- ~~**Stephanie Hunthausen**, Exec. Dir. CTE & DE~~
- ~~**Valerie Curtin**, Exec. Dir. Compliance/Fin. Aid~~
- **Jessie Pate**, Dir. IR/Effectiveness
- **Mel Ewing**, CIO
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Abigail Rausch** Director of Marketing ...
- **Cari Schwen**, Exec. Director of Retail Services
- **Melanie Heinitz**, Executive Assistant & Office Manager (recorder)

Pre-Read:

- **Accreditation Workshop Cabinet Discussion Part 3 20231009**

Mastermind Discussion:

- **Approve Minutes**
 - Kelley motioned to accept the minutes as read, and Jessie seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **SOC Update:** none
- **CARE Update**
 - Looking at combining Care and Advising
 - Elevated risk team separate team
 - Dashboard for the number of cases – We will still ask for information on the number of cases so we can monitor the needs of students.
- **NWCCU Standards Review: 1.B.1, 1.B.2, 1.B.4 (JP)**
 - 1.B.1
 - Updating budget model, piloting three different programs up for review
 - Faculty perception
 - Assigning Resources
 - Shift to change from making money vs. costing money - moving to a nuanced contribution
 - Need academic areas to provide a process for vetting new academic programs. This will be an annual plan goal for Academic Affairs in the future.
 - 1.B.2
 - Minimal evidence
 - IDEA looking at peer comparison data
 - Used data-informed process to develop peers
 - 1.B.4
 - Changes to DCAC
 - Budget Resource Allocation
 - Campus Community Advisory Council
 - New Programs look at external – publish internally
 - Challenging responding to system priorities
 - Avionics is an example case study of how we decided to pursue

- Confusion
- How can we improve – Document justification for decision-making
- Format needed
 - Resources available
 - Presented to Cabinet
 - External monitoring
 - Internal hiring
 - Staffing needs
 - Long-term planning
 - Students Involvement
 - Parent and student input
 - Academic Affairs' additional goal
 - Rubric and criteria needed to identify
 - Internal vetting process
 - Impact of the program
 - Balance efficiencies
- **Leave Policies (SD)**
 - CBA: states who is the family
 - Note who is listed in the CBA
 - Sick leave involved for care of family member
 - MCA physical & mental health: Note who is listed
 - Families look different - complex
 - Kelley will research policy
 - List and exceptions made by the institution
 - No tools to define
 - OCHE policy review
 - Use excess leave by the stated date – Kelley checking the policy
 - Follow policy
 - Excess leave used prior to using sick leave – Sandy checking
 - If sick leave is denied, then annual leave can be used
 - Sandy will email Kevin McCrae for clarification
 - Is there a policy on how much leave can be taken per year?
- **Academic Calendar (SD)**
 - Discussion of how we arrived at the draft of the calendar
 - Aviation and Cosmetology need a defined number of class days
 - Need 74 instructional days
 - Three-day break in March
 - Line up with Helena School's historical date for Spring Break
 - MUS – would like to have a Joint calendar, Quottly, and course sharing
 - Sandy will send an email with a week's deadline to receive feedback on a calendar – collective group – please provide options
 - CBA input for the calendar, will go out this week
 - January 6th return too early for processing
- **MUS leveraging data to support institutional student success goals, Team, Hotel cost covered, Nov. 6-7 (SB)**
 - Emily, Jessie (Nov. 6), Sarah, and Robyn will be attending
- **Canva update (AR)** – Deferred to 10.16.23

- **Removal of Non-Graduate Active Directory Group (ME)** – Seventeen thousand former students in non-graduate active group. Students need to remain in the active directory for three years for 1098T tax purposes and to access their transcripts.
- **SoupFest – Pumpkin Spice Gift Basket Theme**
 - **Items Donated: Baking Dish, Pumpkin, Wooden Sign, Cookies, Coffee, Socks, Tea, Twinkies, and Candy all themed with pumpkin spice.**