HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
AUGUST 19, 2024

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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.

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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)

Mastermind Discussion:

- **Strategy Time: (3:30-4:15) KPI Discussion – Effectiveness KPIs** - Jessie gave an overview of the KPIs, baseline, and target by which current performance is measured.
    - KPI EF-1: Percentage of students completing gateway math and writing courses within their first year.
        - Transfer students are not counted currently
            - Additionally, a student who challenges a course needs to be included in the data
        - MUS has changed the performance funding metric – instead of developmental students, focus is now only on new first-time completing gateway courses, which aligns better with our goals and practices.
        - Tutors are embedded within all writing courses.
    - KPI EF-2 Course Success Rate
        - No exact peer comparison data available through MUS, IPEDS, or PDP
        - Disaggregated Data – historically disaggregated by online vs. face-to-face, dual credit courses, and developmental education. New modality/section types are not consistently followed.
        - Need to do a deeper view of online instruction
    - KPI EF-3 Credit Accumulation
        - New key performance indicator – target of 1% growth over rolling three-year average to align with MUS performance funding
        - HC is in the middle for this metric
        - There are occasions when students are encouraged to not take a full courseload if they don't need it.
            - Ex: Dual enrollment students frequently transfer in with many credits are may not be included
        - Presented: Is this a place to start pulling data on drop or withdrawal forms? Look at data on paper forms.
- **Review Minutes:** Posted 8.20.24
- **Questions on Updates?** Check run discussion
- **SOC Update: None**
- **CARE Updates: None**
- **Policy 100.1**: Verbiage needs to be updated – Homework for next week

- **DRAFT Policy 100.5 Councils and Committees:** Sandy added a draft to the files - Shared governance – Policy written – Teams for every committee and encrypted.
    - Safety, security, and care referrals are all stored in Maxient.
    - Copilot is $360 per person per year. To have AI available – Homework for next week
- **CCSSE Administration Spring 2025** - Deferred
- **Mid-October date for tabletop exercise emergency response** - Deferred
- **Encouraging attendance at de-escalation training 9/19** - Deferred