

DEAN'S CABINET MINUTES

APRIL 13, 2026

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:

Table 1: Cabinet Members

- Sandra Bauman, Dean/CEO
- Kelley Turner, Operations
- Stephanie Hunthausen, CTE & DE
- Valerie Curtin, Exec. Dir. Compliance/FA
- Jessie Pate, Dir. IR/Effectiveness
- Mel Ewing, CIO
- Robyn Kiesling, Exec. Dir. Gen Ed & Trans
- Sarah Dellwo, Exec. Dir. Enrollment
- Abigail Rausch, Director of Marketing ...
- Cari Schwen, Exec. Director of Fiscal Svc
- Paige Payne, Executive Assistant (recorder)

Mastermind Discussion:

CARE Updates: Reviewed

NWCCU Visit Preparation (JP)

- IDEA and Cabinet are paired on Friday, April 17, 2026, from 11 to 11:50 a.m.
 - Join using your own device. The ZOOM link is in the calendar invite.
- *Recommendation 1: Implement an institutional-level assessment process that informs operational planning, allowing for effective resource allocation to enhance student learning and achievement (2020 Standard(s) 1.B.1)*
 - Revised KPI to 6 to be aligned with academic outcomes. Reviewed by IDEA and Cabinet
 - Budget templates project to year three and identify big ticket items.
 - Budget Council meeting summary in the MMM bi-weekly.
 - Workshops for budget authors.
 - Institutional planning days and an institutional calendar is followed.
 - Quarterly IT, Budget, and Facilities update to Campus Coordinating Committee (CCC), Dean's Cabinet and bi-annually at the State of the College.
 - Long-range building plans and maintenance are more transparent.
 - On April 20, Cabinet will meet for an Institutional Assessment and Planning Day
 - Dashboards and trend data were discussed and analyzed in the IDEA and Cabinet meetings.
 - Wholistic transparency.
 - Non-academic program review changes are positive.
- *Recommendation 2: Expand assessment beyond the course level, to include program and institutional outcomes that evaluate and demonstrate the quality of learning and use the results to inform continuous improvement of student learning outcomes. (2020 Standard(s) 1.C.5;1.C.6;;1.C.7)*
 - Cabinet may be asked some questions about it.
 - Academic leaders and faculty will be able to speak to it.

- *Recommendation 3: Widely publish identified disaggregated indicators of student achievement and those of peer institutions, and demonstrate the use of the data to inform planning, decision-making and allocation of resources. (2020 Standard(s) 1.D.2;1.D.3)*
 - Allocation of resources based on data. See Recommendation 1.
 - Example: The Institutional Innovation project will concentrate on increasing the online graduation rate through professional development and ACUE. The gap was identified by data highlighted in program reviews.
 - The CCC, Cabinet, and IDEA review the dashboards and discuss if there is a better way to display the data for relevance.

Gardner Institution & NWCCU: Strategic Prioritization for Student Success (JP)

- The activities concentrate on institutional transformation. Two assessment tools are used to survey and gauge the strengths and opportunities across campus to improve student success.
 - The cost is \$2500 which will be funded through the Innovation Project
 - Facilitators come to campus to help build a plan to increase knowledge to improve student success.
 - The program is approximately 10 to 12 weeks that can be spread out over a year but must be completed by May 2027.
 - Campus leaders are most involved.
 - Estimated time is 2 hours per week withing the 10 to 12 weeks.
 - Pathways, whole student journey, advising, leadership and culture, Institutional Research, IT and policy are evaluated.
 - Is this a better way to set priorities for the next strategic plan? Outside perspectives may be beneficial.
 - Ask if the program has dealt with a smaller college.
 - Approved to apply and pay the fee.