

INSTRUCTIONAL COUNCIL

DRAFT Minutes
Fishbowl – **04/01/2016**

In attendance: Della Dubbe
 Chad Hickox
 Mike Wiederhold
 Mary Lannert
 Robyn Kiesling
 Sandy Sacry
 Jan Clinard
 Tammy Burke

Also in attendance: **Hayley Blevins** (recorder), **Mike Brown**

Cross Divisional with Mike

- CCSSEE
 - Done
 - Mike sent out “Thank You” emails
 - Might be asked to give testimonials
 - We are one of the only colleges that use the survey all the time
- Accreditation
 - RRC is focusing on what needs to be done
 - Focusing on assessment
 - Focus is on Student Learning outcomes, the assessment instruments, and how results are read
 - Need to have everyone on same level
 - Faculty will be given rubric from Northwest Commission
 - Will use to evaluate our assessments
 - Meeting on May 9th will address assessment and accreditation
 - Accreditation visit will be April time next year
- Meeting May 10th at 10:00
 - 9th morning will be separate General Education/Trades meetings about assessment
 - 10th Morning
 - All college meeting
 - updates from previous all college meetings
 - RRC data
 - Northwest Assessment Rubric
 - Will focus on AA/AS data
 - Afternoon Beverly Chin will consult on the Writing Assessment
- Student Placement and Wage Data
 - Need a systematic survey from employers
 - OCHE working with Department of Labor for information on
 - type of job and wage
 - Using students Social Security number
 - Mike is designing a formal employer survey about our students
 - Sandy has one we could alter

- Match survey schedule to program review schedule
- Student placement data
 - Previously done as a graduate survey on paper had huge response rate
 - Online survey low response rate and less usable data
 - Needs to be close to graduation

Round Table

- Jan
 - Snap on training in June
 - 4 different trainings
 - Can include 20 high school teachers
 - Get CEU's for OPI
 - Skills USA in Havre next week
 - Pathways grant is due May 1st
 - Focus is on Dual Enrollment
 - Need 7-8 new Dual Enrollment classes but hard without qualified teachers
 - Can just be new to that school
 - New course possibilities
 - EMT evening
 - CAPP courses
 - Medical terminology
 - BIO104
 - Personal Finance
 - Creating new pathways for existing schools
 - Redid the 4 pathways at Jefferson High
- Della
 - Looking at LightBoard and One Button Studio
 - TAACCCT money would cover
 - Rick Dendinger, Amy Kong, and she will go to FVCC to look at LightBoard
 - UM to look at the One Button Studio
 - May use both
 - Need to consider ease of use and accessibility
 - Might be in room 202
 - Could help make some classes online
 - Tim Eagan will be at Carroll College April 19th
 - Working with the librarians from Carroll for the Library Symposium
 - Will connect with the Bryant librarian next week
- Hayley
 - Catalog
 - Hope to send out final draft Monday
 - Goes to Barb McAlmond April 11th
 - Goes to print May 13th
 - Evaluations
 - All ready for end of the semester
 - Are in Qualtrics
 - Will go out April 13th and close April 27th
 - Chad will send out an email to students letting them know what to expect
- Sandy
 - Accreditation

- Goes to the board June 6th
 - Accepting applications for Fall
 - LPN starts last two weeks of April- first two weeks of May
 - Will take 16 RNs in fall
 - Career Fair is April 13th and will have 11 employers
 - TAACCCT IV Grant
 - Focusing on rural areas
 - Texas and New York said they had an online program but it still has in person lab
 - PN designers wanting to make it online but it is not possible
 - ACN is starting the new RN program in Spring
 - Math 120 is not Core
- Tammy
 - Perkins Grant
 - Has training Monday in Bozeman
 - Will contact others for help
 - Focusing on Pathways, Dual Credit, and special populations
 - Boeing Grant is coming up in July
 - Get \$2,500 for Women in Gear
 - Get \$7,500 for other items
 - HC Manufacturing and Technology Expo
 - Set for April 22nd
 - First employers to reply will get tables inside
 - School is out so want to reach out to the High Schools
 - Commercial Construction
 - Would be new program if industry wants it
 - Would offer apprenticeships
 - Could use it for Perkins DACUM
 - Tammy is going to talk to the President of the Montana Contractors Association
 - Issues with curriculum
 - Dick Anderson wanted to use canned curriculum
 - Not Helena College standards
- Robyn
 - Hiring
 - Five hiring committees
 - 50 applicant for physics full time
 - MUS General Education Council
 - Reviewing MUS core
 - Make sure our courses line up
 - Working on Bryant Event
 - Has dentists for the dental screening and they will donate items
 - Schedule in Fall to allow planning time
- Mary
 - Customized Trainings
 - Department of Transportation \$20,00 contract Mid-level Management
 - DPHHS Technical Writing
 - Department of Revenue
 - Study Abroad
 - Still happening with 9 credit earning students

- Watching to make sure it will be safe
- Master Naturalist Course
 - Credit Education credits
 - Starting June
- Reserve Officer Training in June
- Working on Mental Health/Mobile Community Health program
- Working on different levels for Allied Health courses
- CDL through EPA grant
 - Finished first class
 - All passes written test
 - Take driving test next week
 - Probably will do another class
 - Focused on clean up not over the road
 - Would require more training
 - Want our diesel students to do this
 - Helena Sand and Gravel was a great partner

Deliverables

- Meetings
 - Will keep as topical discussions and less agenda
 - Cover big items as they occur
- Supplemental Advising
 - Was a pilot project
 - For students that appealed financial aid, but might extend to all on academic probation
 - Had mixed results
 - Group is meeting soon
 - Was not covered in DACUM for advising
- Dual Credit
 - ELearning Support position
 - Chad will be asking for input
 - Would be at least half-time
 - Would help faculty and students
 - Alternate Summer schedules are due to Matt Richards by third week in April
 - Graduation Regalia
 - Robyn, Tammy, and Sandy emailed their faculty
 - College will purchase cap and gown for all full time faculty
 - faculty must purchase Tam/Hood themselves
 - Need to get orders to Josh at the bookstore by Monday
 - Promotion/Tenure
 - Tenure is waiting on board approval, but all have been approved thus far
 - Promotion is still in the works and goes to Daniel today