

INSTRUCTIONAL COUNCIL

DRAFT Minutes
Fishbowl – 05/06/2016

- 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**, **Elizabeth Stearns Sims**

Cross Divisional with Mike and Elizabeth

- Surveys
 - Graduate Survey
 - Was a paper survey now online
 - Constant contact is hard to maintain
 - Information is used for accreditation, core themes and indicators
 - Beneficial for program review
 - Converted survey to Qualtrics using most of old survey
 - Now asks name and graduation date of grad, and if employed in field
 - Need TSA questions
 - Survey goes out in email 3-6 months after graduation
 - Need to have incentive for completion
 - Survey is under alumni link also
 - Employer Survey
 - Used nursing survey as template
 - Includes competency, describing, and rating
 - Nursing survey is handed out at advisory boards, clinical, and job fair
 - Should have a section of program specific areas
 - Program can decide what to include
 - Should reflect program mission/goals
 - Show the learning outcomes and their application
- DOL Data
 - Collected from employers who pay taxes in Montana
 - Need Social Security number and their employer
 - Based on industry codes
 - Want to be conservative
 - Gets information 1 year out to supplement graduate survey
 - Its shows industry and field to see if it is related to degree
- Assessment Plan Changes
 - New section for collaborations
 - Look at results and find ways to improve process

- EZ Start
 - Focus on non-traditional students
 - Guided process
 - Program exploration
 - Start in Fall mid-semester for 8 weeks
 - Content expert teaches area
 - Teach study skills
 - College success is then transcribed for free
 - Still must do everfi courses
 - May have exception on case by case basis
 - Is required federally
 - Would cover Moodle
 - Similar to extended orientation
- Supplemental Instruction
 - Focuses on high DWF courses (history, AUTO104, Lit)
 - Is a student and instructor
 - Would meet 1 hour outside of class
 - Form study groups
 - If it is a repeat the supplemental instruction is required on schedule
 - Tutor/mentor is paid
- eLearning Support Position
 - Jessie is doing the job right now outside her normal pay
 - No professional development for this
 - Working on job description
 - Have money for pay to be self-sustaining
 - Is a senior position
 - Would need to have knowledge in information systems, ADA compliance, quality matters, starfish, Moodle, and education

Round Table

- Jan
 - Pathways grant is submitted
 - Focused on dual credit
 - Was cited in all four sectors of SWAT (strength, weakness, opportunity, threat)
 - It helps now but not in future
 - Develop new dual credit courses
 - Skills USA Event
 - Jefferson High Superintendent received award for dual credit
 - GEAR Up is encouraged to send girls for Women in Gear
- Hayley
 - Catalog
 - Almost done
 - Has to be reformatted
 - Evaluations
 - Were in Qulatrics
 - Had 86% response rate
 - Results will be sent out Wednesday
 - Completed order supply for most of the year
 - Native American Scholars Program
 - Will review students in Fall

- Will meet in summer for next steps
- Sandy
 - New curriculum passed Board of Nursing
 - ACEN meeting about Accreditation
 - After goes to Board of Directors
 - Should know by August
 - Pinning May 6th with 100% graduating
 - Karmen will be taking the Director position at Carroll
 - Will have a meeting with faculty
 - CRN party
 - Should make collaboration with Carroll easier
 - Becki has applied for a job but has not heard anything yet
- Tammy
 - Perkins Grant meeting Monday May 16th
 - Perkins Training next week
- Mary
 - WICHE Conference
 - Combination of 2 year and 4 year colleges
 - Focused on completion/retention
 - Build success teams
 - Have to understand student first
 - View campus as an eco-system
 - Have a student lead design team
 - Have a professional development for faculty mentors
 - Cross training
 - Study Abroad
 - Leave on Monday
 - Looking for someone to run the Scotland trip

Deliverables

- Summer Retreat
 - Goal Setting
 - Would be off campus to avoid interruptions
- Faculty Senate Document
 - Ideas from IDD meetings
 - Will be reviewing at the upcoming IDD meetings