

INSTRUCTIONAL COUNCIL

DRAFT Minutes
Fishbowl – **06/08/2016**

- 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

- Convocation
 - Convocation days will follow a new model for scheduling
 - Instead of one long meeting will have small breakout sessions
 - May start with an inspirational guest speaker
 - Could be professional development
 - Topic Ideas: Starfish, Moodle, Clustering, Active Shooter Training, College Policy Review, Program Review, Mid-cycle Update, Assessment plans, Non-academic Program Assessment, various Process flow charts, Advising Sheets, and Degree Audits
 - **Email Chad topic ideas**
 - Participants would be able to skip meetings that don't apply to them
 - Everyone would attend Title IX, Accreditation, and non-cognitive workshop
 - Nursing needs one whole day for assessment meetings
 - Schedule is still being developed
- Advising
 - New planning sheets are being created
 - ASCRC will be in control of approving each sheet and changes
 - Each program will have one sheet
 - All sheets will follow one format which will be decided later
 - Each sheet will be reviewed when there is a change made, or every few years
 - One person will be the point of contact for the sheets
 - Need to come up with a naming convention to easily identify different items
 - Sheets will be uploaded to student's Starfish
 - Will be implementing a Starfish Advising Program in the future
 - Forms will be available in Fall
 - On hold right now because of a resource issue
 - Need to create a group to discuss advising
 - Would be an open venue to share ideas
 - DACUM group needs to be dynamic
 - Need a way to grow and progress

- SENSE Survey
 - Will take place 4-5 weeks into Fall semester
 - **Mike B. will send out a memo to faculty so they are aware**
 - Will focus on entering students
 - Will be administered to remedial/developmental/100 level English/Math classes
 - Mike still needs volunteers to administer the survey
- Orientation
 - Will have a planning meeting in next two weeks
 - Schedule will be very similar to what is has been
 - Want more faculty involved
 - Will have a section on academic integrity
 - Will be courage academic coaching
 - Will have a section about remembering why they decided on college
 - These quotes will be framed and hung around campus
 - Should be by students for students
- Student Support Center
 - Allan Thompson's last day is June 17th and Rick Caron's is June 9th
 - Jen is working as a temp
 - Lori Cooper is now the Administrative Associate
 - Johnathan Drew will start as an advisor July 1st
 - Greg Thompson started as an advisor on May 17th
 - Rick's position will be filled
 - So far there are 2-3 candidates
 - There will not be a career coordinator position, but advisors will split function
 - Will have two more ambassadors next semester
 - Need to re-enforce the positive
 - Plan to post pictures and biographies of staff/faculty on the website
- Graduate Survey
 - Has been completed
 - TSA questions were added to the survey
 - From now on each year a targeted email will go out after graduation
 - Link will always be on the alumni site for people to respond
- Employer Satisfaction Survey
 - Used Sandy's model to design it
 - Distribution will line up with the program review schedule
 - On hold will revisit in fall
- eLearning Support Position
 - Job description in progress
 - Might be a good position to be a trainer for Quality Matters

Round Table

- Jan
 - Snap On Training
 - Opened up Snap On training to technicians
 - Will have Multimeter, Auto, and Precision Measurement
 - So far 6 teachers have registered
 - We have preliminary approval on the Pathways grant
 - Was very focused on dual enrollment
- Hayley
 - Catalog

- Finished
- Will have PDF online with a few printed copies
- Course bank
 - Working on updating to make sure it matches the catalog
 - **Will research Adobe Esign for ASCR documents**
- Sandy
 - ACEN had meeting about Accreditation
 - The report for the new curriculum was sent in before the meeting
 - They approved accreditation
 - They deleted a recommendation
 - Next step is the board meeting in July
 - Should be awarded certification in August
 - We need to show how we will distribute faculty
 - Program applications
 - Everyone that got accepted has responded
 - One student is going to Billings so another student was accepted into the program
 - RN program is full of returning students
 - There was 16 spots but 50 applicants
 - Have been advising other students to do the BSN articulation
 - **Sandy will send out the list of accepted students**
 - Application intake process is changing
 - Full time faculty are developing curriculum
 - As of now Karmen will not be replaced
 - Clara will take over the didactics courses
 - Will just shift course assignments
 - Will visit Miles City
 - NCLEX pass rate is only 50%
 - They are having some issues
 - Will be reviewing their admission process, curriculum, and assessment process
 - Carroll Moodle training
 - Sandy would like to go, or send a faculty member
 - TAACCCT IV is pushing for course sharing, but we are not interested
- Tammy
 - Aviation curriculum will be revamped in relation to hours/credits
 - Studying if a true block schedule is feasible for trades area
 - Tammy is doing a survey about construction to find what employers want
 - Rick Chaffin of ADF International in Great Falls has discussed a visitation and career fair
 - He interested in our welding graduates since they meet highest standards of welders
- Robyn
 - Hiring
 - Physics, A&P, and OT have all been hired on the tenure track
 - Very close to hiring ACTG&BUS which is a 1 year appointment
 - Still looking for CT, but Tammy might have someone

Announcements

- All promotions have been approved
- Tenure will be discussed at next Board of Regents meeting
- Budgets have not been approved yet

- Summer Retreat
 - Scheduled for July 6th
 - Location not set. Will be either Robyn's family house, Tammy's house, or Chad's house
 - Agenda is being developed
 - Some topics are: Goal Setting, Annual Evaluation, Department goals
 - **Email Chad any agenda items**
- Will be setting up goal setting meetings
 - Will have one meeting with each direct reports
 - Will be 3 hours long
 - **Hayley will schedule the meetings starting the week following the retreat**
 - Will discuss issues and goals

Deliverables

- **Email Chad topic ideas for convocation**
- **Mike B. will send out a memo to faculty about the SENSE survey so they are aware**
- **Hayley will research Adobe Esign for ASCR documents**
- **Sandy will send out the list of accepted students**
- **Email Chad any agenda items for the retreat**
- **Hayley will schedule the goal setting meetings starting the week following the retreat**