

INSTRUCTIONAL COUNCIL

Minutes

Fishbowl – 10/23/2015

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

Also in attendance: **Hayley Blevins** (recorder)

Guests: **Elizabeth Stearns-Sims, Mike Brown** (via Skype)

Cross Divisional Dialogue with Elizabeth and Mike

- Wanting to create solid working relationships throughout campus
 - o It is important to have an open dialogue with colleagues in Student Affairs, Institutional Research, etc. so that is why Elizabeth and Mike will be joining us as their schedules allow. Others will likely be invited at different times.
- Why do we start registration so early?
 - o Current students get to register a month before new students
 - o Students are not registering on time as it is
 - o Gives time to plan if more classes are needed
 - o Current students cannot go to the Student Support Center if they have a faculty advisor until faculty leave for break
 - o Wanting to put more notes on Starfish so there is more effective follow up
- Chad and Elizabeth have been working on new procedures for students who are on certain medications that can potentially affect their ability to work safely on certain equipment, apparatuses, etc.
 - o Students have a right to education, and the professors have a duty to keep everyone safe so we are looking for a way to balance those two very legitimate concerns
 - o There will be general guidelines, and then each case will be evaluated on its own
- Push for advising and outreach
 - o Want to be more consistent on advising, especially between faculty and staff advisors
 - o Each advisor should have a certain skill set that we accentuate/capitalize on
 - o Maybe have advising workshops for advisors so everyone can get on the same page
 - o More push to use Starfish because it is a valuable tool (IFSAC liked how we utilize Starfish)
 - o Faculty are wanting more training in how to advise, especially for particular transfer programs
 - o Need to set a firm target date so that we can really make the move to Starfish and get the most out of what Starfish has to offer

- Directors didn't get the reminder for the deadline for faculty's first review deadline, so they couldn't remind the faculty in advance of the deadline
 - Reminders are automatically sent to faculty, but anyone not linked to a course through Banner won't receive the reminders
 - Faculty get reminded before the reports open, the day they open, mid-week, and the day before they close
 - Maybe Hayley can send an email to the Division Chairs to prompt them to remind faculty
 - The deadline can't be extended without affecting financial aid, so having the deadline fall during the work week (rather than on Sunday night) would require shortening the time it is open—closing on the Friday before, for example.
 - Faculty had decided the Sunday as the due date but that might be revisited

- Continuous Improvement
 - We have annual assessments and every 5 years we have a BoR program review but we need something in-between to close the loop
 - We need to make our self-evaluation/assessment link to the budget
 - Mike Brown has been working with Chad on a mid-cycle assessment
 - Form is being created to prompt high-level reflection by managers (division chairs, directors, supervisors, etc.) every 2-3 years
 - The form would include what the programs have done, some struggles, and possible ways to overcome those struggles
 - Completed forms would then go to SPA for review.
 - SPA would identify institutional patterns that might prompt a budget recommendation from SPA to the Budget committee
 - The purpose of this continuous improvement form would be to prompt reflection and to encourage the sharing that reflection with decision-makers. The institutional level patterns that may be identified allow resources to be put towards particular opportunities, challenges, etc.
 - Next Tuesday a draft will be shared with SPA
 - IC will then review the form and provide feedback before the form is officially adopted and implemented.

 - Nursing and Fire&Rescue are up for accreditation by their industry-specific accreditors.

College Council Recap

- Budget
 - Need to work on retention and completion: we need to get creative
 - Sub-committees have given recommendations, but they haven't been acted upon (Chad will investigate and try to move those recommendations forward to action)
 - One suggestion was an advising handbook, as well as creating pathways for unsuccessful pre-nursing students to continue their education down different tracks.

- Diversity
 - Can't do a live feed of UM president speeches
 - They can record them and then do a showing
 - They are 7:30 on Tuesday nights in Missoula
 - Special Olympics are happening very soon—stay tuned for more information

- The Diversity Committee has PBS videos posted on its website
 - Week of Nov. 18th Helena Indian Alliance will be here
 - Will have beading, games, drummer, and a dancer
 - They are loaning us art to showcase in the display cases
- Facilities/ Safety
 - Just hired 1 full time and 1 part time custodian
 - Still working on the testing rooms
 - All the rental houses are rented
 - One of the heating systems was repaired
 - There has been some concrete work at the airport campus
 - Possibly will be installing some panic buttons
 - Each campus would have panic buttons scattered strategically
 - Need to decide where they would go and the procedure for using them
- IT
 - Just created a new FAQ site
 - Will be demoing new computers, and faculty are scheduled for new machines next year
 - Dell, HP, Surface
 - Working on getting more wireless projectors
- Quality of Work Life
 - Had trivia night at the Staggering Ox
 - Need more people to show up, but a lot of interest so will work on publicizing the next event
- Recruitment, Retention, and Completion (RRC) Committee
 - Discussing ways to redirect pre-nursing students who may not be able to/want to continue into nursing. Students/ high school counselors may not appreciate the reality of the competitiveness to get into nursing programs
 - Sandy can get a list of students who didn't get into the program so we can redirect them
 - Sandy can also get a list of students who didn't pass the TEAS test so they couldn't even apply to the program
 - May want to investigate various allied health programs for possible development. Career clusters are one way to allow students to move off their primary focus to an alternative (such as the health care "lattice" approach).
 - Dental Hygiene/Assistant program—seems very expensive and uncertain demand over the long-haul, but there is an acute need currently with no local training options.
 - Respiratory therapy
 - There is a program in Butte
 - May want to explore a Medical Assisting program
 - Montana has not embraced hiring medical assistants
 - Need high school students to use MCIS
 - A.A students with no majors are not completing at acceptable rates.
- Faculty Senate
 - Wondering what happened to the administration evaluations
 - They are not kept in the HR file but the College will support Faculty Senate however possible—including hosting on our server, etc.
 - Retention timeline, etc. need to be addressed by Faculty Senate in their by-laws

- Staff Senate
 - Had a BBQ
 - 15 people showed up and brought loved ones
- Student Senate
 - Having Halloween party
 - Carved Pumpkin contest for students—carve at home, bring in the result. No knives allowed in relation to this event!
 - Passed their first round budget
 - SGA is working on student safety
- Syllabus changes to include safety
 - We are getting rid of flip cards and replacing them with a single-sheet with relevant information
 - Instructors need to talk about safety—we are going to update the syllabus template with some suggested language to direct students to emergency information.

Senior Leadership Recap

- There are 3 current job openings
 - TRIO, disability coordinator, and nursing lab facilitator
- Gen Ed chair position has been advertised
- Working on developing new Performance Development Plan and Assessment (PDPA) form for evaluations
- Russ and Matt are working on a new budget prioritization concept to take to College Council
- Hayley is working on a list of all the committees on campus
- The list of preferred caterers has been updated to add Jimmy Johns
 - Advisory Councils get \$50 per meeting or \$100 for the year
 - Whoever calls the meeting is in charge of making sure the facility is cleaned up

Round Table

- Della
 - ISPD students made an area rug for the airport campus
- Jan
 - She has conferences planned for education of special groups such as; Adult Education, TRIO, etc.. as well as Transportation
- Sandy
 - TAACCCT approved the curriculum for the stand alone RN and LPN programs
- Chad
 - Mary submitted the announcement that on November 3 Helena College is hosting Business Before Hours and we will be giving a brief presentation about customized training and the SBDC. Daniel thought it would be nice to have a couple of Faculty there to talk a little about their areas. The event is from 7:30 until 8:30 a.m. on 11/3. Please let Mary know if you have some faculty who might be willing to speak to the group briefly.
 - Also Mary had a heads-up for us regarding the employee survey. Focus groups are being planned to get detailed feedback from each employee classification. Look for invitations shortly.
 - Hayley has been working diligently and has now updated and made available the course bank. She will continue to keep that updated.
 - A group including Val Curtin, Sarah Dellwo, Robyn, Hayley, Tammy and Chad are meeting to draft a procedure for developing and approving courses, certificates, and programs. There seem to be some

- gaps in the existing approval process (especially with regard to notifications of Financial Aid, the Registrar, the BOR, etc.). Stay tuned for a draft that you will be asked to review.
- Please talk to your faculty and staff and then send to me any ideas about programming that needs to occur during the two non-instructional days following the fall semester (December 14 and 15) and the two days before the start of the spring semester (January 7 and 8). Also, please share with anyone who asks that those four days are the days faculty are expected to work during the inter-session period this year.
 - Please promote the Phi Theta Kappa/Coca Cola scholarship (I sent emails earlier with details).
 - Please promote the Honors program that allows our students to transfer to UM with advanced standing, among other benefits. Rick Henry and Karen Henderson are the lead faculty on this project.
 - Don't forget to complete the mandatory HR training, due December 11 (Matthew Richards sent an email about it on 9/21).

Deliverables

- We need a new name for what was formerly known "IR" days—Possibly Faculty Development Days?
 - This year those days will be Dec 14th and 15th as well as Jan 7th and 8th