

INSTRUCTIONAL COUNCIL

DRAFT Minutes

Dean Hickox's Office – 11/23/2015

- In attendance:
- Della Dubbe
 - Chad Hickox
 - Mike Wiederhold
 - 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

- 382 students who are registered right now have not reregistered for next Semester
 - This happens every semester
 - We are ahead in new applications
- Advising survey
 - For all people who advise
 - Some people got the survey who don't receive anything else about advising

Round Table

- Please send announcements to Hayley the day before the meeting so we have a chance to discuss everything
- Hayley will send out a reminder the Monday before meeting to remind everyone
 - Della
 - Twelve iPads are checked out as I write. One is lost, for now. We are purchasing chargers for the last four. Held off up until now, not knowing what demand would be. Will be approaching faculty to suggest and request usage/app/content ideas.
 - Remind students of the Library Research Prize. Any project/paper with a research component and a grade of "A-" or better is eligible. Deadline is December 22 – more info at <http://umhelena.edu/library/researchprize.aspx>
 - Check out the "Off the Shelf" podcasts created by Jennifer Murphy, our library student worker. She has not done this before and asked us to try it with her. She brings in the recording gear and edits them at home. They were done in April, August and October. You will find them on our "new at the library" page <http://umhelena.edu/library/newatthelibrary.aspx>

Deliverables

- Completion coaching
 - It is typically one person's job
 - Helps overcome each student's personal road blocks
 - We have the completion committee
 - Should be a "to do" for student who should be completing, but it is not showing up. Might change it to a flag instead
 - Working on a General Studies A.A/A.S to make it easier to complete

- Advising Handbook
 - Elizabeth and Rick are working on it, but need input from everyone not just student services

- DACUM
 - It is supposed to be for curriculum but it can be for processes
 - We could have a DACUM workshop for the advising process
 - It breaks down tasks and duties
 - The panel would be advisors from student services and academics
 - It would take two days
 - Would like to do it in DEC.
 - It would add to the handbook we are trying to create
 - Hayley would record the workshop
 - It would help with advising sheets
 - Not everyone is using the same ones
 - Need a place for the current sheets
 - Could look at group advising
 - It would help eliminate biases

- Nursing Curriculum
 - The new curriculum takes over in 2018
 - Student in Fall 2016 have to decide which curriculum they want to follow
 - Sandy created an advising sheet for both curriculums
 - There is no guarantee a student will get into the program they choose
 - They need to start advising now

- Focus Group Results
 - People do not like the "out of office" email in the morning
 - Lack of food services
 - Food is a connector
 - How does the community view the college?
 - They are supportive and understand what happens here
 - Need to improve marketing
 - Daniel wants to have discussion about all the items

- Chat with the Academic Dean
 - Once a month
 - In the student center very informal
 - Time for faculty, staff, and student to have conversations with Chad
 - Developmental days

- Dec 14/15 are for grading and luncheon
- Might have small meetings
- Jan 7/8 will be very busy and have many scheduled meetings
- IC Meetings
 - Keep them every other week for now

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