

**INSTRUCTIONAL COUNCIL**

**DRAFT** Minutes

Dean Hickox's Office – 12/04/2015

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)

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**Cross Divisional Dialogue with Elizabeth and Mike**

- Advising survey
  - We still had a low percentage rate
  - Had 32 people respond
  - The first email had an issue since it had a static URL
  - We received good value in the answers
  - Even though people identified issues they stated they don't want to participate in improving them
- Chad, Robyn, and Elizabeth are working on improving advising
- Chad and Mike B. have been working on accreditation
  - Our self-study will be due in 14 months and the visit is in 16 months
  - We are supposed to assess the college at all levels
    - Right now we haven't been following through with the Institutional Competency Assessment
      - AAC&U have rubrics we can use and tailor to match our school
      - The assessment has to be broad and gather a good sample
      - Would be best to do it in highly enrolled courses
      - The instructors would teach the same way, they would just pick one assignment to grade twice.
        - One with their rubric and one with ours
      - This would overlap with the General Education assessments
      - 4 of the Institutional Competencies that are harder to assess
      - Brought up the suggestion of finals week
        - To invasive
        - Instructors don't want another assignment
      - Need to set up guidelines so the rubric is used the same across the board
      - The assignment need to be similar in nature
      - Would the test be at the end of the program

- This would relate the assignment to the course outcomes and those match with the Institutional Competencies
- For accreditation we need an approach and some results to show
- Right now we lack the building blocks for these things
- We work so hard to build it we forget about the meaningful component
- The information literacy competency causes some problem
  - It doesn't need to be there
  - It is misplaced
  - It shouldn't be a core theme
  - If it is removed it wouldn't harm anything, since it is imbedded in other areas
- January 22<sup>nd</sup> budget and mid-year assessments are due

### Round Table

- Helena College Library Council meeting held Wednesday, December 2, 3:30 to 5 p.m.
- Hometown Helena was receptive to Daniel's announcement that we are working on an articulation with UM re: Elementary Education, and his suggestion that we might shortly thereafter begin to offer 300 and 400 level education courses at HC, so location-bound students can earn a Baccalaureate in Education here in Helena

### Deliverables

- Adjunct Orientation
  - Should we have one?
  - Could include dual credit
    - Some adjuncts are dual credit as well
  - It is tough to get people to come
  - Some adjuncts would have to travel here
    - Could skype them in
  - Maybe call it something else not orientation
  - Always a money issue
    - Maybe a drawing or College credit to get people to come
  - Need to work on the adjunct packet
- General Education A.A/A.S for transfer
  - Would release the programs of study
  - Would get rid of a barrier for students
- Residency Requirement
  - Right now is 50%
    - Nursing uses the 50% to narrow down acceptance to the nursing program
  - Much higher than rest of the state
    - They are at 25%
    - Hayley is gathering information about how other schools have this worded
- Degree name changes

- Wanting to change degree names to pre- (insert program here)
- Pathways loves this idea
- Might be confusing for students
- Would require BoR approval for all changes
  
- Jan attend a CTE conference
  - Graduates with technical certificate earn more than a general B.A
  - Soft skills are a key to employment
    - Might be a topic for the writing assessment?
  - One session described a successful collaboration with CTI
  
- Big Sky Path ways Grant
  - Need other people to help complete the requirements
  - Postponed the Transportation Career Cluster
  - Might want to include high school teachers in advisory boards
  - “Collaborating Through the Pathways” needs to be scheduled
  - Need to do DACUM
    - Maybe electronics, mechatronics, or Industrial Broadfields
    - Needs to be done before June 30<sup>th</sup>
  
- Enrollment is down
  - We are trying more marketing
  - Having faculty recruit
  - We are not the only school where enrollment is down
  - Will be discussed at the development days on the 15<sup>th</sup>
  
- IDD schedule
  - Will be sent out soon
  - Faculty will still have time to grade
  - Schedule will be flip flopped for General Education and trades
  
- Faculty need to contact all non-registered advisees
  - Call/announce in class not just email
    - Put note in Starfish when they have been contacted
  
- Find a way to advise students who don't pass the TEAS Test
  - Need different options for them
    - Dental hygiene, Allied Health, Physical Therapy, Mental Health, Lab Tech
    - Have all the pieces but they need to come together