

**INSTRUCTIONAL COUNCIL**

**DRAFT** Minutes

Dean Hickox's Office – 12/18/2015

- 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: **Mike Brown** (via Skype), **Helena School District** (Jacque, Lacey, James)

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**Visitors from Helena School District**

- ABE Partnership
  - Funded by Helena School District
  - It is part of Workforce Investment Opportunities Act
    - Work to get HISET
      - 30 complete every year
      - Was called the GED
      - 5 comprehensive tests
  - Demographics
    - Sessions are 6 weeks long
      - New session starts after the first of the year
    - Normally have close to 50 students
    - Average class size is about 10
      - Class attendance is about 7
    - 81% have made gains
    - Students from last year are struggling due to changes
    - Most students are 16 and older and work
    - Work with Voc Rehab for veterans
    - Work with older population to learn about technology
      - Maybe a moodle training?
  - Every Friday is used for staff meeting, Thursdays are for building connections
  - Packet information
    - Try to find things to interest students
      - Hard for lower levels
    - Try to individualize the curriculum
  - Have high expectations
    - Trying to prepare students for college
    - Students have career goals they don't realize they need college for

- 70% of students want to go to college
  - 50% will go 20% wont
- Teach goal setting
- Requirements
  - Students cant TABE at 12.9 or in college level
    - Can't get help in areas they do well, but they can get it in other areas
  - Have to go to orientation
  - Have an intake meeting
  - They have to do 12 hours
  - Go to an actual class
  - Have labs for more flexible options
- English
  - Work on college or career readiness
  - Have different materials based on the students level
  - Every week they talk about how to move forward
- Math
  - 3 levels
    - K-6 math 1
    - 8<sup>TH</sup> grade and up math 2
    - College math must have HISET
      - Use college materials
      - Goal is to not need developmental classes
      - Follow the model of development classes
- When the students leave they no longer get services, but they will help get them to the right people
  - Maybe start a mentoring program
  - Shadow classes?
  - Having a soft skill course for health care in nursing, might show ABE students
- ABE would love feedback
- Access to Success
  - Earn a high school diploma
  - They have to get good grades, and attendance is counted
  - Can get dual credit if the college instructor is Title VIII Licensed
  - 3 out of 4 student go to college classes and pass
  - Typically have 90 enrolled, but serve 88
    - Fall had 22 graduates
  - Students must be 16 most are 18-19
  - Has a few more perks than ABE

### **Cross Divisional Dialogue with Mike**

- Core Theme Indicators
  - Information Literacy is being removed
    - It will just be removed from the core themes, but it will still be looked at
    - We had tried to asses this before, but never finished
    - The test was given to students in WRIT101 in the fall
      - They took a pre test
      - They would have been tested again in two years
      - Was hard to get ahold of the students again, and there wasn't a big enough group

- Maybe make the test complete in one semester
- Western does their pre-test at orientation
- Della is going to see how other two year school handle this
- We still need to work to asses all 6 indicators
- Our goal is to asses two a semester
- If we want to asses a program maybe have the test at the same time very year near the end of the class
  - This would be a better model
- There is no change in the Institutional Competencies
- This means the assessments will be working with the writing and math assessments as to not overlap in content
- SPA
  - Some indicators don't have information
  - There might be some more changes in the indicators
  - They will all be looked at again in two years

### Round Table

- Fire and Rescue
  - Park County
  - IFSAC
  - AEMT

### Deliverables

- All College Meeting
  - Chad and Elizabeth worked well together
  - Some couldn't connect why Matt was there
    - Gave negative/ bad examples
    - Good information
    - Needed the bad news, but in a different way
  - Group ideas were good, but cost money
- January 7<sup>th</sup> & 8<sup>th</sup> Schedule
  - Next Tuesday Tammy, Chad, Robyn, and Elizabeth are having a meeting
  - Need to make sure the meetings add value
  - Focus on the important issues
- DACUM
  - Panel was 4 faculty and 4 student affairs
  - Went over the process of advising
    - The overall picture
    - Starts with PRE-ADVISING
    - Orientation is a huge part
      - Make it a celebration
        - Applaud the students for coming that far
  - Might help with rolling out the information they obtained
  - Robyn is going to send out thank you notes

- Wish we had some people observe to see the process
- Next step is to create an action plan
  
- Schedule
  - Maybe offer more morning classes
  - Want to send out a survey to students
    - They could select preferred days/times
  - Dual Credit
    - Early college not concurrent
    - Come over for the classes instead of them offered at the high school
  - Want to be flexible for students needs
  
- The A.A and A.S in General Education
  - Moving forward to ASCR
  
- Jan is working on an Action Plan for HCTV

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