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 report
  - 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