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)

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
  o It doesn’t need to be there
  o It is misplaced
  o It shouldn’t be a core theme
  o If it is removed it wouldn’t harm anything, since it is imbedded in other areas
  o January 22nd budget and mid-year assessments are due

Round Table

  o Helena College Library Council meeting held Wednesday, December 2, 3:30 to 5 p.m.
  o 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

  o Adjunct Orientation
    o Should we have one?
    o Could include dual credit
      ▪ Some adjuncts are duel credit as well
    o It is tough to get people to come
    o Some adjuncts would have to travel here
      ▪ Could skype them in
    o Maybe call it something else not orientation
    o Always a money issue
      ▪ Maybe a drawing or College credit to get people to come
    o Need to work on the adjunct packet
  o General Education A.A/A.S for transfer
    o Would release the programs of study
    o Would get rid of a barrier for students
  o Residency Requirement
    o Right now is 50%
      ▪ Nursing uses the 50% to narrow down acceptance to the nursing program
    o Much higher than rest of the state
      ▪ They are at 25%
      ▪ Hayley is gathering information about how other schools have this worded
  o 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 Pathways 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 30th

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 15th

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