The meeting began at 9:05 a.m.

**College Brain Trust Report**
Due October 1, waiting on template. Will be tapping into all on SPA to complete report 3-5 year accomplishments, mostly indicating on track for what will be achieved. Part of November BOR.

**Strategic Plan Review – Goals and Accomplishments**
Maybe need to discuss in individual departments. Very specific things embedded in each area. Coming up on 2nd year in effect. Not looking for a major report, but looking at retention, program completion, degrees. Setting goals for marketing need to be attached. For accreditation, needs to tie into what we are doing, how we are doing it.

**SPA – Committee mission and vision discussion**
Put out thought to group that maybe develop one-sentence mission and perhaps a vision in regards to why SPA exists and what to accomplish. Would help with accreditation. Ties back to that. Can be fairly succinct. Shorter the better. Previous statement of CC, moved all to SPA. CC is a representative body (on website). Essentially swap out CC for SPA. Through oversight and coordination of assessment and planning. Also representative questioned. From administrative structure. Strike that. **Tweak a little and bring back at next meeting.** Need for vision statement? Not separate.

**NWCCU Year Three Self-Study Update**
Update on two items:
1. Status of self-study. Denise taking over academic section. About halfway through draft. Goal is to have draft ready October 4th and vet first draft through this group. More finalized version will be put out to campus.
2. NWCCU having difficult with 7-yr process. Not enough evaluators for the frequency of visits, not coming to campus. Still will be panel of evaluators, block off time to be available remotely for 2-1/2 days from March 19-21. NWCCU evaluators will likely identify who they want to talk to and Mike will coordinate. Due date for documents to NWCCU by March 3, 2014, so plan for final document to go to print/publication by early January. Have all info on website, in Moodle, make sure all there and ready to go, making everything possible is a link embedded in the final report.

**2013 Community College Survey of Student Engagement (CCSSE) Results**
Overview of survey done last spring. Survey results and exec summary on HC website. Looked at student engagement, amount of time and energy students invest, and what institution does to correlate and influence student behavior with regard to learning and retention.
CCSSE designed to target more experienced students. About 39 questions, random sample to generate enough significant info. Surveyed about 60 classes last spring. Only Helena and Billings used survey this spring. Participation nationally up, in Montana down. Unsure if other tools being used instead. Can compare ourselves against ourselves. Capturing about one-third of students. Under 18 opt out. Under surveying part time and over surveying full time, but survey compensates by weighting results.

Categories discussed were age broken up into two categories, male/female, racial profile (higher than national average for Native American). First gen students likely more students than indicated, but 20% either didn’t answer or didn’t respond (shows about 40% first generation). Educational attainment overwhelmingly HS diploma or GED. Last spring, number with credentials a little higher coinciding with economy. Primary and secondary goals (associate degree, job-related skills, changing careers, transfer), credit hours earned (fairly significant amount past 30 credits), external commitments (obligations outside of school surprisingly not so different in 4-year).

CCSSE groups into five areas to hone results into gauging benchmarks. Then average or norm all results set at 50. Rank based on responses. Compare to institutions that are most like us (even ‘small’ is big to HC) and how compared to that cohort. We did well on student effort and academic challenge, not as well support for learners, student faculty and interaction, and active and collaborative learning. Advising and careers. Comparing against ourselves. Full time students doing better on benchmarks, not surprising. CCSSE looks at highest and lowest, and HC will get dinged on things we don’t do, like community-based projects. Service learning, career plans, encouraging contact with different backgrounds, support to thrive socially and career counseling. HC doing well against small college cohort. Survey result is a core indicator. Hit 4-5 benchmarks average or better. Almost 50% reported not I receiving frequent feedback from faculty. Does include questions that ask about services- how important, how often used, how satisfied.

Full results on website. Cannot really drill down to program without student id numbers which are voluntarily provided. Retention group will look at, enrollment management. Take back to division meetings. Hits at classroom level, student services. Dean Bingham will work with Denise. Repeat survey every other year.

Short-Term Performance Funding Metrics
No attempt at comprehensive list of funding measures, some short-term are on the list. Have about 4-5 years of data, not all available yet. Taking FY14 and comparing that to prior 3 years as baseline. Enrollment has been the performance measure to date. Down a little on headcount and FTE. We had 237 completions last year, slightly down from the year before but still within close range of average. Retention, two measures. One is typical IPEDS, first-time, full-time. Don’t have system number yet, probably presented at November BOR. Anticipate good results since transfer rates are going up. System retention how many students stayed in Montana University System. Haven’t run course completion yet (passing credit hours with C- or better). Progression – looking at students who have momentum. Developmental ed – to what extent students are passing with a C or better. Transfer rate – entering students who transfer to any institution, in US, outside of US. At this point, just will be in system. No measure has been decided beyond this year with what funding for next year will be. Some metrics that everyone has to follow, then some that certain institutions follow. Better for each institution since missions are different.

Short term funding, retention down. Cushion depends on if using system measurement or IPEDS. Completions will be good.

Implications of TAACCCT Grant – Planning for Success
Going to equipment as opposed to personnel, both academic and oversight. Val taking technical side (personnel and equipment) and Tia taking math and developmental education. Unsure what doing with energy, need to participate. Have faculty, enrollment, advising, etc, involved with their expertise across the system. The grant is for 5 years – 1 year
to gear up, 3 to run, 1 to finish and report. Can start drawing down October 1. Need management and fiscal plan in place first. Will be major thing on plate for 2-year system.

Perkins Pathways Grant Update
Not discussed.

Meeting adjourned at 10:00 a.m.

Deliverables
- **SPA – Committee mission and vision discussion** - Tweak a little and bring back at next meeting.
- **CCSSE survey** – Dean Bingham and Denise look at in relation to academics.