Members in attendance:

- Dave Bonilla, Chief Technology Officer
- Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer
- Andrea Fossen, Staff Senate
- Leanne Frost, Executive Director of Instruction
- Leah Habel, Director of Financial Aid
- Lorene Jaynes, Chief of Staff
- Marla McFerrin, Faculty-at-Large
- Ben McKinley, Classified Staff-at-Large
- Shannon Marr, Director of Recruitment and Enrollment
- Kathy Meier, Director of Disability Services
- Charla Merja, Director of Academic Success
- Russell Motschenbacher, Director of Health Sciences
- Jana Parsons, Faculty Senate Chair
- Carmen Roberts, Executive Director of Operations
- Joel Sims, Director of Trades
- Gary Smart, Director of Facilities Services
- Troy Stoddard, Director of Advising and Career Center
- Scott Thompson, Director of Communications and Marketing
- Karen Vosen, Classified Staff-at-Large
- Dena Wagner-Fossen, Registrar
- Susan Wolff, CEO/Dean
- Mandy Wright, Int. Director of Library Serv., Assessment, and Teaching & Learning Center

Members not in attendance:

- Tammie Hickey, Interim Director of Lifelong Learning
- Ben McKinley, Classified Staff-at-Large
- Eleazar Ortega, Institutional Researcher and Data Analyst

Introduction – Carmen Roberts

Carmen Roberts welcomed all to CPBAC and reviewed the agenda.

Communications and Marketing Report – Scott Thompson

- **General Media since last CPBAC meeting**
  Over ten local front-page newspaper and TV (on-air and website) stories included reporting on dual enrollment, the dental facility, the business articulation agreement with MSU-Billings, and an upcoming story with David Mariani and Nolan Waterhouse on the food bank.

- **OneMSU network with Respiratory Therapy and Surgical Tech**
  First GFC ads for OneMSU Network ran last week. The next discussion with Bozeman and Billings involves increased digital advertising for GFC. Collaborative advertising will come from this network.

- **Teaming with Admissions Staff**
  Communications and marketing has been successfully working with the admissions team – including monthly meetings, planning out content, and presenting one message. Connor Frakes developed the concept of “Find Your Advantage at Great Falls College.”
Legislative Update
Scott will forward the weekly legislative update report sent out by Janelle Booth.

Committee Report – Internal Academic Program Review Committee – Larry Vaccaro, Chair (see attached)
The committee recommendation for all three programs reviewed this fall was “Continuation with expectation for sustained performance.”

1. Health Information Coding Specialist – CAS
2. Health Information Technology – AAS
3. Accounting AAS

Strategic Goal 1.d. - Troy Stoddard and Leanne Frost (see attached)

Strategic Goal 1.d. Identify and implement opportunities for collaboration between curricular and co-curricular units to support student success.

Two Joint Directors task forces were set up to accomplish this strategic plan goal. Troy Stoddard chairs the Enrollment & Engagement task force and Leanne Frost chairs the Retention & Completion task force. Each reported on the work done over the past year and the upcoming work for their respective task forces. The membership will be reviewed to ensure proper representation.

Budget – Carmen Roberts

FY20/21
Revenue and expenses are generally on track for this time of year. Expenses that came in under budget include travel (due to COVID19), waivers, and salaries. COVID has impacted fundraising ability and this will require the use of surplus funds from current unrestricted funds for equipment for the new dental facility.

FY21/22
The expected revenue from the legislative session is unknown at this time. For budgeting purposes we will plan for a flat allocation and will adjust as new information is received. Projecting enrollment is another unknown but an increase is not expected.

General timeline for enrollment projections:

- Budget worksheets due (three-year projection) – March 5
- Review - March and April
- Initial enrollment projections made – end of April
- Allocation is received – first week of May
- Budget adjusted and finalized – May, June, July
IAPRC Self-Studies Approved Recommendations

HEALTH INFORMATION CODING SPECIALIST—CERTIFICATE OF APPLIED SCIENCE
HEALTH INFORMATION TECHNOLOGY—ASSOCIATE OF APPLIED SCIENCE
ACCOUNTING ASSOCIATE OF APPLIED SCIENCE DEGREE
Sequence of Events

- Review IAPRC Recommendations:
  - Health Information Coding Specialist—Certificate of Applied Science
  - Health Information Technology—Associate of Applied Science
  - Accounting—Associate of Applied Science
Health Information Coding Specialist—CAS

- **Recommendation:**
  - Continue with expectation for sustained performance

- **Rationale:**
  - Degrees: 7, middle 20%
  - Retention: 80%, middle 20%
  - Wages: $33,985, top 40%
  - Job openings: 78.5, middle 20%
  - FTE: 19.4, top 40%
  - Financial impact per FTE: $5,522, top 20%
  - TOTAL PROGRAM SCORE: 65, middle 20%
Health Information Technology—Associate of Applied Science

Recommendation:
- Continue with expectation for sustained performance
- Due to the value of CAHIIM accreditation, the committee recommends that the College continues to support the HIT accreditation requirement for two full-time faculty members. (Currently met by HIT and HICS Program Directors)

Rationale:
- Degrees: 14, top 40%
- Retention: 82%, top 40%
- Wages: $36,830, top 40%
- Job openings: 78.5, middle 20%
- FTE: 33.6, top 40%
- Financial impact per FTE: $5,522, top 20%
- TOTAL PROGRAM SCORE: 77, top 20%
Accounting Associate of Applied Science

- Recommendation:
  - Program approved for continuation with expectation for sustained performance
  - The committee recommends that the Program Director monitor and work with the advisory board to meet future community needs for graduates caused by anticipated workforce retirements

- Rationale:
  - Degrees: 15, top 40%
  - Retention: 74.1%, middle 20%
  - Wages: $30,820, middle 20%
  - Job openings: 1,058, top 20%
  - FTE: 40.2, top 20%
  - Financial impact per FTE: $7,806, top 20%
  - TOTAL PROGRAM SCORE: 72, top 40% (near top 20%)
## Weighted Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Approved Weight</th>
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<tr>
<td>Projected job openings/Job openings (AAS/CAS/CTS) OR Transfer rate (AA/AS/General Education Certificate)</td>
<td>10</td>
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<tr>
<td>Median wages for graduates employed all four quarters</td>
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<tr>
<td>Degrees/certificates production</td>
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<tr>
<td>Retention</td>
<td>30</td>
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<tr>
<td>Annual FTE</td>
<td>30</td>
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<tr>
<td>Financial Impact per FTE (Revenue minus Cost)/FTE</td>
<td>5</td>
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</table>
Actions Taken/Coming Up

- Briefed ET on Recommendations and Rationale
- CAO notified Program Directors and Division Directors of Program recommendation decisions
- Faculty Senate briefed on 1/22
- Friday | February 5, 2021 | 1:00 – 3:00 | via Webex | Final Meeting
- March: CAO notifies Division and Program directors of upcoming reviews
- April: IAPRC training for Division and Program Directors
Strategic Planning

Campus Update
January 2021
Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.
Strategic Planning 2016-2022
Monitoring and Reporting

College Assessment, Analysis and Accreditation Committee

Eleazar Ortega, Institutional Researcher and Data Analyst
Dena Wagner-Fossen, Registrar
Jeri Pullum, Special Project Coordinator
Mandy Wright, Interim Director of Library Services, Assessment, and Teaching & Learning Center
Carmen Roberts, Director of Operations
Russell Motschenbacher, Health Sciences Division Director

Updated August 2020
Strategic planning focus for 2020

Strategic Goal 1: Promote student success, leading to increased retention and completion

Strategic planning focus for January

Identify and implement opportunities for collaboration between curricular and co-curricular units to support student success.

Metrics:
Joint Director task forces (Enrollment & Engagement and Retention & Completion) will demonstrate successful collaboration by accomplishing stated goals and tasks according to deadlines stated in committee tracking spreadsheets. (NOTE: These are set by the committees.).
Operational Plan Updates

Enrollment & Engagement
• Spring 2020 - Purpose, plan, path – available in D2L
• Spring 2020 – Advisors are providing ongoing coaching to new students in their first semester
• Spring 2021 – FYE subcommittee creating webpage for student resources and D2L College Skills course

Retention & Completion
• June 2020 - Math to keep 8-week block as acceleration rather than co-requisite models
• August 2020 – All non-Health Science program courses taught in 8-week blocks
• January 2021 – Quantitative and qualitative data showing increasing student success and retention shared with Executive Team, University Council, Joint Directors, Student Government and Faculty Senate
  • Data shows % of students completing college level math and writing in first semester increasing
• January 2021 – Book group on TILT (Transparency in Learning & Teaching) starting
• Spring 2021 – Framing language on HIPs being developed
Update on Metrics

The accomplishment of subcommittee tasks shows goal is being met through collaboration of curricular and co-curricular collaboration.
Positives for this sub goal

In addition to completion and progress of goals listed above, Academic Affairs and Student Affairs have joined to create a First-Year Experience Committee:

Leanne Frost, Executive Director of Instruction
Mandy Wright, Interim Dir. of Library, Assessment, and TLC
Charla Merja, Director of the Academic Success and Testing Centers
Shannon Marr, Director of Recruitment & Enrollment
Troy Stoddard, Director of Advising & Career Services
Kathy Meier, Director of Disability Services
Joshua Archey, Student Engagement Coordinator
First Year Experience Committee

• Creating a “help” webpage for students which will pull campus resources into one location for students

• Developing a self-paced college success course in D2L/Brightspace using badging/certificates to mark students’ completion
  • Can be used to support students by faculty, advisers, & tutors

• Gathering feedback from students on what resources have been helpful and what supports they wish they would have had
Challenges for this sub goal

Time – Members wear multiple hats and sit on multiple committees

COVID – Focus shifted from some initiatives to the immediate need to address the COVID pandemic and its effects