

Executive Team Meeting Notes
February 5, 2019 | 8:30 – 10:00 a.m. | Room G2

Purpose Statement: *The Executive Team will meet and create a supportive environment in which to exchange information, solve problems, coordinate efforts, and create improvements that will benefit the college.*

Members:

Dr. Susan J. Wolff, CEO/Dean

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Heidi Pasek, Chief Academic Officer

Ms. Carmen Roberts, Interim CFO

Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

Guests:

Eleazar Ortega, Institutional Researcher & Data Analyst

Agenda

1. 8-Week Advantage Surveys	Presenter: <i>Eleazar Ortega</i>	ET Lead:
Ms. Ortega presented the results of the faculty & staff and student 8-Week Advantage Surveys. <i>See attached.</i>		
The results will be presented to other campus groups over the next few weeks. Focus groups will be held with the student who noted their willingness to participate.		

2. Office Spaces	Presenter: <i>Ms. Roberts</i>	ET Lead:
Administrative Suite proposed moves:		
<ul style="list-style-type: none"> • Vice Chancellor for Administration & Finance in the current Executive Director for Development, Communications & Marketing office (G15) • Communications & Marketing Department move out to the two front offices (G19 & G20) • Ms. Roberts move back into the office currently used by the Communications & Marketing (G14) 		
Action:		
The Executive Team approved the moves proposed for the Administrative Suite as noted above.		
Other areas on campus were proposed for possible moves and will be discussed with the appropriate divisions/departments.		

REMINDERS

NWCCU Standards Review	<i>Respond by March 30 via email instructions</i>
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Upcoming Events

February

- **Bringing the U to You** *February 7, Heritage Hall, 7pm*
- **President’s Day Holiday** *February 18, Offices Closed*
- **Bringing the U to You** *February 21, Heritage Hall, 7pm*
- **CPBAC Meeting** *February 22, B108, 8am*

March

- **Board of Regents** *March 7-8, Helena College UM*
- **Montana Region II Science & Engineering Fair** *March 7-8, Campus Wide*
- **2nd 8-Week Block Begins** *March 13*
- **Night Out for Science** *March 30, Heritage Hall, 5:30pm*

April

- **Two-Year College Research Day** *April 5, Highlands College*

May

- **Commencement** *May 4, McLaughlin Center, 4pm*
- **Board of Regents** *May 22-23, Great Falls College MSU*

8-Week Advantage Faculty/Staff Survey Results

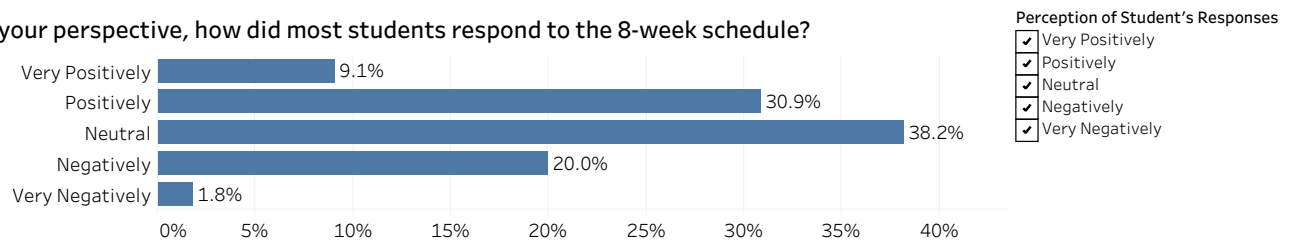
Summary	Perception of Student Experience	What they liked	Liked- Comments	What they disliked	Dislike- Comments	What they would change	Change-Comments
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There were 58 responses to this survey; 16 from faculty, 25 from adjuncts, and 17 from staff members. Approximately 81% of survey respondents taught at least one 8-week course.

8-Week Advantage Faculty/Staff Survey Results

Summary	Perception of Student Experience	What they liked	Liked- Comments	What they disliked	Dislike- Comments	What they would change	Change-Comments
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From your perspective, how did most students respond to the 8-week schedule?



There were 55 responses to this question. Staff were more likely to perceive student's responses as very positively or positively (56.3%) compared to faculty (20%) or adjuncts (41.6%).

8-Week Advantage Faculty/Staff Survey Results

Summary	Perception of Student Experience	What they liked	Liked- Comments	What they disliked	Dislike- Comments	What they would change	Change- Comments
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There were 37 responses to the question, "What did you like about the 8-Week Advantage?"

There were four main themes that emerged from these responses:

- 1) Shortened time to course completion
- 2) Fewer courses to focus on- on both the part of the instructor and for the student
- 3) Student learning (observations of increased student learning due to the 8-week schedule)
- 4) Increased student engagement

Other comments pertained to enjoying the longer class times, flexibility in course offerings, the opportunity to improve courses, and the ability for students to take more courses per semester.

8-Week Advantage Faculty/Staff Survey Results

Summary	Perception of Student Experience	What they liked	Liked- Comments	What they disliked	Dislike- Comments	What they would change	Change- Comments	Other comments
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There were 50 responses to the question, "What did you not like about the 8-Week Advantage?"

There were four main themes from these responses that pertained to the pace of the 8-week blocks, grading assignments, and adjusting their course to 8 weeks.

- 1) **Fast-paced for students** (20% of respondents). Comments that mentioned the 8 weeks were too fast-paced for students, and/or students unable to keep up with the course work.
- 2) **Grading** (18%). Having to grade assignments much more frequently and provide feedback to students on their assignments much more often than before.
- 3) **Observing students falling behind** (16%). Students missing a few days and being unable to catch up because they missed so much course material in those days of absence.
- 4) **Course adjustments** (16%). Having to adjust the type and number of assignments given, time spent in labs, etc.

Other responses described that what they disliked was having to condense their course material or teaching lessons (12%), their increased or unbalanced teaching/work load (12%), the fast-pace of the blocks for them (10%), decreased student learning (10%), having unprepared students who had not purchased their textbooks or were unaware of the increased student workload (6%), or other comments (34%) pertaining to an increase of student drops in their course, not being able to teach in both blocks, not having enough time to assign service learning in their course, not having a finals week, students having unbalanced course schedules between the two blocks, etc.

8-Week Advantage Faculty/Staff Survey Results

Perception of Student ...	What they liked	Liked- Comments	What they disliked	Dislike- Comments	What they would change	Change- Comments	Other comments
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There were 38 responses to the question, "Would you change anything about the 8-Week Advantage? If so, what?"

Responses included comments about preparing students to understand the expectations of 8-week courses (21%), to include a break in between the blocks (13%), to eliminate the 8-Week Advantage (11%), that no changes were necessary (8%), and to exempt certain courses from being offered in 8 weeks (5%).

Other responses were to adjust faculty course loads between blocks, to require attendance in courses, to adjust course assignments, not allow late adds after a certain number of days, change the marketing, prepare faculty for teaching in 8 weeks, require all/most courses to be 8-weeks long, and other general comments.

8-Week Advantage Fall 2018 Student Survey

Summary	Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	E..
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8-Week Advantage Student Survey

Population: There were 1,057 students in fall 2018 who took at least one 8-week course. All of these students were emailed the 8-Week Advantage survey to participate. Of this total population, 638 were Continuing or Readmitted students, 265 were New or Transfer students, and 154 were High School students. As of census, 492 were full-time, and 565 were part-time. For some students, they may have been full-time at time of census and part-time at end-of-term (or vice versa).

Survey Sample: There were a total of 273 survey responses from students (26% response rate). There were 164 responses from Continuing or Readmitted students, 58 New or Transfer, 38 High School, and 13 Other or Unknown. Therefore, at least 26% of Continuing or Readmitted students responded, 22% of New or Transfer students, and 25% of High School students responded.

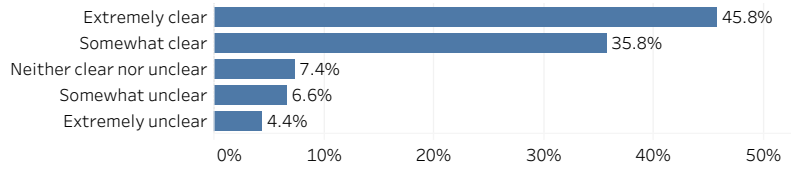
One hundred and sixty respondents were full-time in fall 2018, 111 were enrolled in 11 credits or less, and 2 were unknown.

*Note: Percentages in each chart or graph may not total to 100% due to rounding.
Report date: February 4, 2019*

8-Week Advantage Fall 2018 Student Survey

Summary	Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	E..
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How clear were the expectations and structure of the 8-week blocks explained to you before the semester began?



- Declared Student Type**
- Continuing or Readmit
 - High School
 - New or Transfer
 - Other

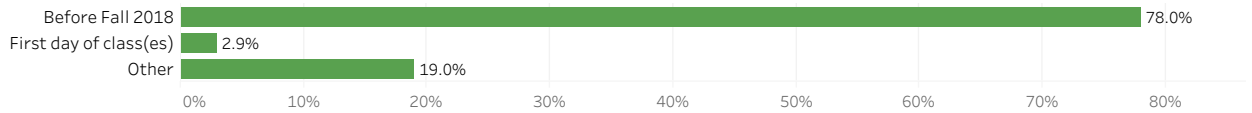
Extremely or Somewhat Clear- Approximately 81.6% of respondents stated that the expectations and structure of the 8-week blocks were either extremely clear or somewhat clear before the semester began. Only 11% of respondents said that the expectations were somewhat or extremely unclear.

New or Transfer students were more likely to say they felt the expectations were extremely or somewhat clear (89.8%) compared to Continuing or Readmitted students (79.0%).

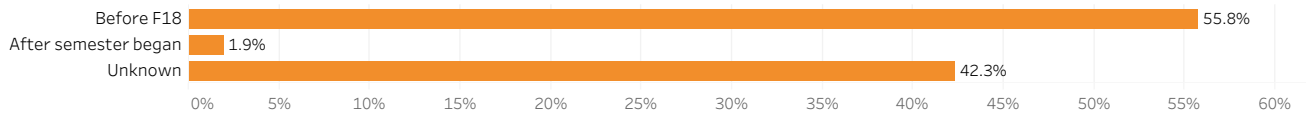
8-Week Advantage Fall 2018 Student Survey

Summary	Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	E..
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When did you first learn about the 8-week blocks?



"Other" responses



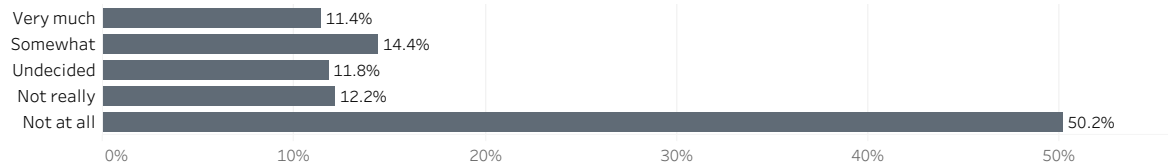
Fifty-two respondents selected "Other" for this question and manually typed their response. Note that the graph above representing "Other responses" displays the percentages based on the 52 Other responses.

In total, approximately 88.6% of respondents learned of the 8-week block format before fall 2018 began, and only 3.3% learned of the blocks after fall 2018 began. Another 8.0% are unknown, as their manual responses did not indicate when they learned of the blocks.

8-Week Advantage Fall 2018 Student Survey

Summary	Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	E..
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How much of an influence did the 8-week blocks have on your decision to attend GFC MSU?



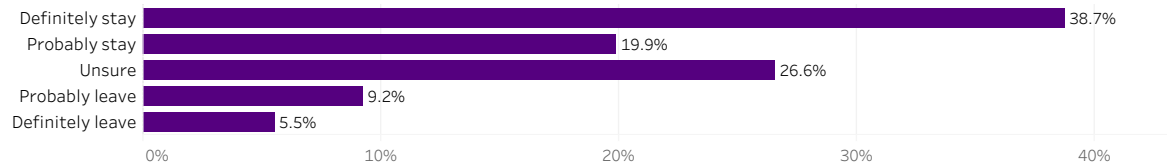
The majority of respondents (62.4%) were not at all or not really influenced by the 8-Week blocks when deciding to enroll in courses. Approximately 25.8% of all respondents were somewhat or very much influenced by the 8-Week blocks.

Continuing or Readmitted students were more likely to indicate they were not really or not all all influenced (71.8%) and High School students were more likely to say they were very much or somewhat influenced (41.0%).

8-Week Advantage Fall 2018 Student Survey

Summary	Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	E..
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How will the 8-week blocks influence your decision to stay at GFC MSU to continue taking courses?



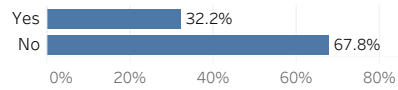
Of all respondents, 58.7% said they would definitely or probably stay at GFC while 14.5% said they would probably or definitely leave. New or Transfer students were more likely to indicate they would definitely or probably stay (66.1%).

8-Week Advantage Fall 2018 Student Survey

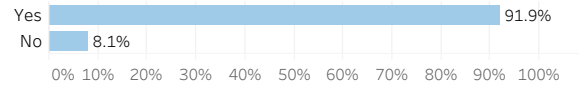
Explanation of Expectations	Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	S ..
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Please mark all of the learning experiences you completed prior to the start of the semester:

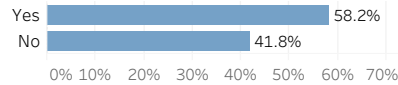
Opening Day on Saturday, August 25th



Logged in to D2L



D2L Training/Essential Start

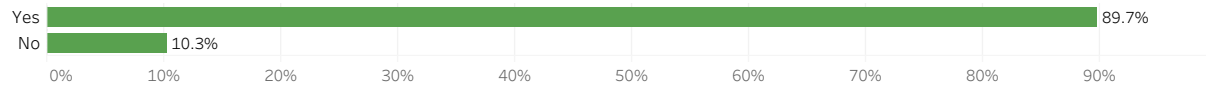


8-Week Advantage Fall 2018 Student Survey

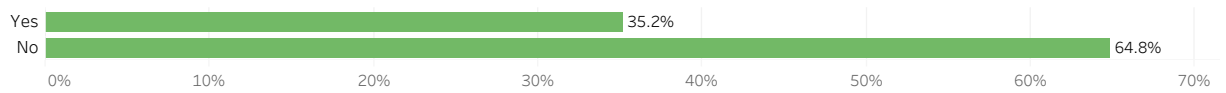
Awareness of 8-Week Blocks	Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	S ..
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Please mark all of the learning experiences you completed prior to the start of the semester:

Purchased textbooks



Completed financial aid counseling



8-Week Advantage Fall 2018 Student Survey

Influence of 8-Week Blocks	Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	S...
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I was able to work at a job while taking classes.

Strongly or Somewhat agree	61.0%
Neither agree nor disagree	18.4%
Strongly or Somewhat disagree	20.6%

Declared Student Type

- Continuing or Readmit
- High School
- New or Transfer
- Other

I was able to arrange day care because of the 8-week blocks.

Strongly or Somewhat agree	15.9%
Neither agree nor disagree	71.2%
Strongly or Somewhat disagree	12.9%

I got to know my fellow students.

Strongly or Somewhat agree	33.2%
Neither agree nor disagree	27.7%
Strongly or Somewhat disagree	39.1%

A larger proportion of "Neither agree nor disagree" responses indicates the statement may not have applied to the student.

8-Week Advantage Fall 2018 Student Survey

Intent to Persist	Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	S
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I was able to focus on my class(es).

Strongly or Somewhat agree	71.1%
Neither agree nor disagree	9.2%
Strongly or Somewhat disagree	19.8%

Declared Student Type

- Continuing or Readmit
- High School
- New or Transfer
- Other

I felt my course load was balanced between the two 8-week blocks.

Strongly or Somewhat agree	56.0%
Neither agree nor disagree	9.5%
Strongly or Somewhat disagree	34.4%

8-Week Advantage Fall 2018 Student Survey

Learning Experiences Co..	Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	S
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I felt prepared.

Strongly or Somewhat agree	64.2%
Neither agree nor disagree	8.1%
Strongly or Somewhat disagree	27.7%

Declared Student Type

- Continuing or Readmit
- High School
- New or Transfer
- Other

I was able to manage my homework.

Strongly or Somewhat agree	64.5%
Neither agree nor disagree	7.0%
Strongly or Somewhat disagree	28.6%

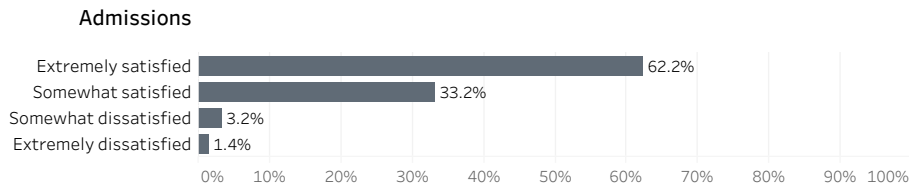
Continuing or Redmitted students were more likely to somewhat or strongly disagree with the statement, "I was able to focus on my class(es)" (23.2%) compared to New or Transfer students (15.3%), or High School students (15.4%).

Continuing or Readmitted students were more likely to somewhat or strongly disagree with the statement, "I was able to manage my homework," (32.9%), compared to New or Transfer students (23.7%), or High School students (20.5%).

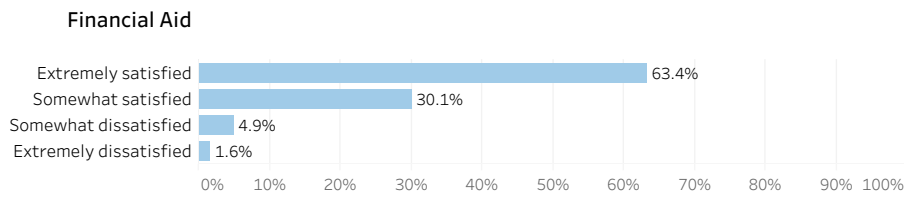
8-Week Advantage Fall 2018 Student Survey

Learning Experiences, co..	Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	.
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How satisfied are you with the following resources this semester?



- Admissions**
- Extremely satisfied
 - Somewhat satisfied
 - Neither satisfied nor dissatisfied
 - Somewhat dissatisfied
 - Extremely dissatisfied



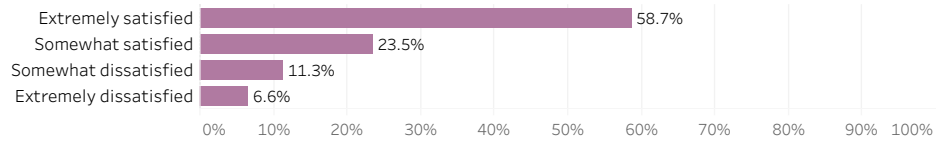
- Financial Aid**
- Extremely satisfied
 - Somewhat satisfied
 - Neither satisfied nor dissatisfied
 - Somewhat dissatisfied
 - Extremely dissatisfied

8-Week Advantage Fall 2018 Student Survey

Experiences with 8-week Blocks	Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	L	..
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How satisfied are you with the following resources this semester?

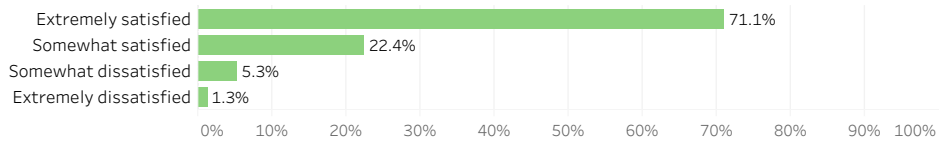
Academic Advising



Academic Advising

- Extremely satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Extremely dissatisfied

Disability Services



Disability Services

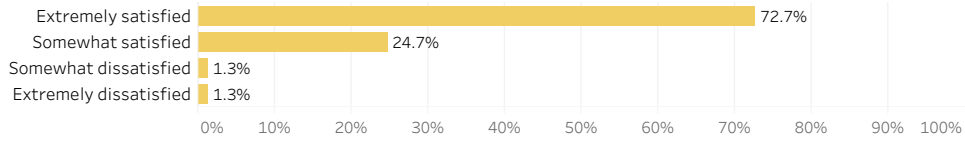
- Extremely satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Extremely dissatisfied

8-Week Advantage Fall 2018 Student Survey

Experiences, continued	Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	.
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How satisfied are you with the following resources this semester?

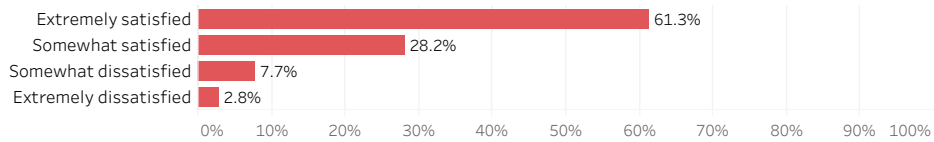
Veterans Success Center



Veterans Success Center

- Extremely satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Extremely dissatisfied

Academic Success Center



Academic Success Center

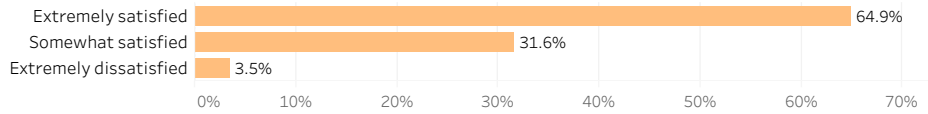
- Extremely satisfied
- Somewhat satisfied
- Neither satisfied nor dissatisfied
- Somewhat dissatisfied
- Extremely dissatisfied

8-Week Advantage Fall 2018 Student Survey

Experiences, continued	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	D...
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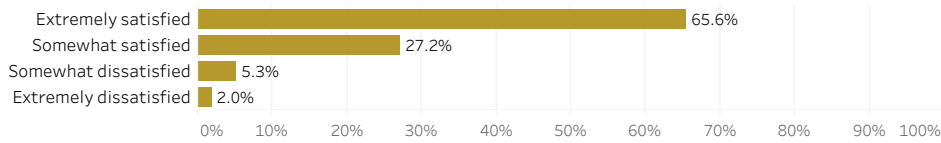
How satisfied are you with the following resources this semester?

Native American Enrichment Center



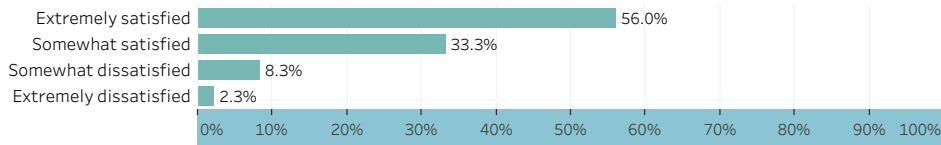
- Native American Enrichment Center**
- Extremely satisfied
 - Somewhat satisfied
 - Neither satisfied nor dissatisfied
 - Extremely dissatisfied

Testing Center



- Testing Center**
- Extremely satisfied
 - Somewhat satisfied
 - Neither satisfied nor dissatisfied
 - Somewhat dissatisfied
 - Extremely dissatisfied

Bookstore

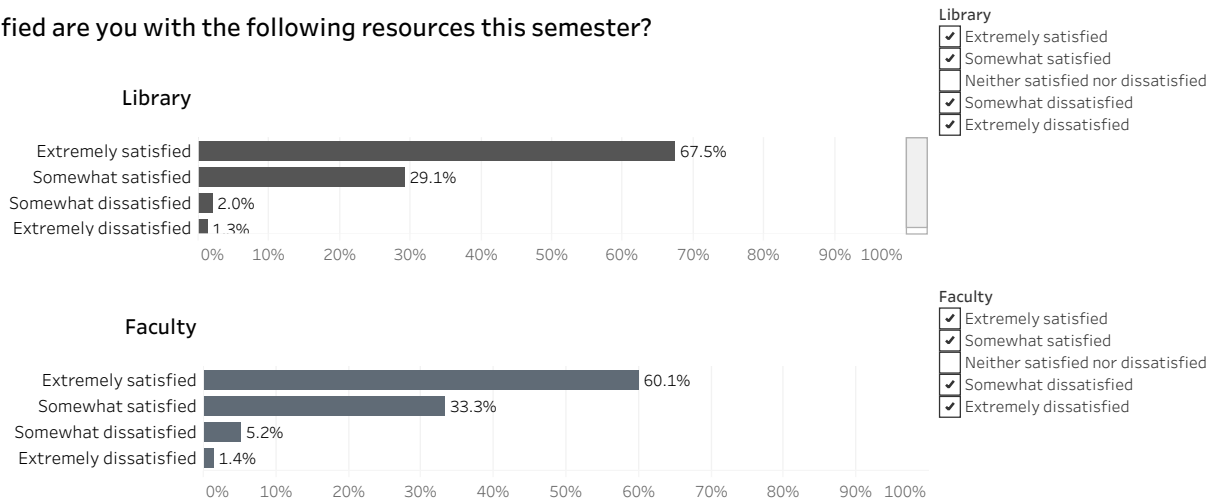


- Bookstore**
- Extremely satisfied
 - Somewhat satisfied
 - Neither satisfied nor dissatisfied
 - Somewhat dissatisfied
 - Extremely dissatisfied

8-Week Advantage Fall 2018 Student Survey

E.	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	Disliked
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How satisfied are you with the following resources this semester?



Excluding those who replied "Neither satisfied nor dissatisfied," a larger proportion of respondents were either extremely satisfied or somewhat satisfied with the Veterans Success Center (97.4%). The resource with the smallest proportion of respondents either extremely satisfied or somewhat satisfied was the Advising Center (82.2%).

8-Week Advantage Fall 2018 Student Survey

E.	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	Disliked
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A total of 221 students responded to the question, "What do you like about the 8-week blocks?"

The following themes emerged from their comments- the numbers refer to the number of instances that theme was mentioned:

Shortened time to course completion (N=62) 28.1% of students who responded. Enjoying that courses were done after only 8 weeks instead of 16, or if they disliked a course that they liked knowing it would end after a short time-period.

Focus (N=39) 17.6%. The blocks allowed them to focus on fewer courses at a time.

Did not like anything (N=35) 15.8%. These students gave other reasons for enjoying the 8-week blocks, such as feeling less stressed, flexible scheduling options, or general comments.

Other(N=26) 11.8%.

Ability to take more courses (N=19) 8.6%. The ability to enroll in more courses, or complete more credits.

Shortened time to degree completion (N=15) 6.8%. These students acknowledged that their time to degree completion may be shortened because of the 8-week blocks.

Fast-paced (N=14) 6.3%. Enjoying the fast-paced nature of the 8-week blocks.

School workload/homework (N=10) 4.5%. Feeling the homework and assignments were manageable.

Motivation (N=8) 3.6%. Comments that they were motivated the entire 8-weeks rather than getting burned out towards the end.

Learning (N=8) 3.6%. Expressing the 8-weeks allowed them to learn and retain the course material better.

Ability to work (N=7) 3.2%. The ability to maintain a work schedule, or now being able to work full-time.

Focus on important class topics (N=7) 3.2%. Feeling as though there was less "busy work," that instructors condensed their courses to the most important topics, etc.

8-Week Advantage Fall 2018 Student Survey

E.	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	Disliked
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Code What do you like about the 8-week blocks?

Ability to manage coursework

Able to manage my classes

Easier managing of courseload

I like that I can focus on my classes better, I can more easily keep track of homework assignments, and that I spend less time in class daily. I also like that I never feel as though concepts are drawn out too long.

I was able to manage my homework and able to focus more on the classes I was taking during the block. The block schedule also allowed more free time so I wasn't overwhelmed with stress.

I was forced take more credits than I normally would have, working two jobs. However, I was also able to manage my work, homework and family life after I got the hang of things.

It felt easier to take a full semester of classes. It worked out great for me personally and even seemed to make the semester fly by. I wish all the classes were done in 8 week blocks as I feel it would help people like me manage full time school and "life" better.

It was easier to manage my homework load.

More time to complete homework and study for exams

The class load was manageable. I could focus on work while attending classes throughout the week. I

Code

- Ability to manage coursework
- Ability to take more courses
- Ability to work
- Fast-paced
- Focus
- Focus on important class topics
- Learning
- Motivation
- Other
- Shortened time to degree completion
- Shortened time to course completion
- Did not like anything

8-Week Advantage Fall 2018 Student Survey

E.	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	Disliked
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A total of 216 students responded to the question, "What do you not like about the 8-week blocks?"

The following themes emerged from their comments, and the number refers to the number of instances that theme was mentioned:

Fast-paced (N=70) 32.4%. Mention of feeling rushed through their course, or that they felt the course was too fast-paced.

Heavy school workload/homework (N=66) 30.6%. Stating that they did not have enough time to complete homework, that assignment deadlines were too close together, too many chapters to read a week, etc.

Learning (N=39) 18.0%. These comments referred to not being able to retain course information in 8 weeks.

Time management (N=22) 10.2%. Comments that they struggled with time management to balance school work along with their other roles.

Disliked nothing (N=19) 8.8%. These students stated they did not dislike anything about the 8-week blocks.

Other comment (N=16) 7.4%. Any other comment fell into this category. Such comments included not feeling like they got to know their classmates and instructor, wanting a "Fall" course to be offered in Block A and its "Spring" course to be offered in Block B, class times being too long, wanting more courses being available in the 8-week format, no finals week.

Balancing work and school (N=14) 6.5%. Having to decrease the number of hours they worked or quit their jobs, inability to continue working full-time.

Course organization (N=12) 5.6%. Having out-of-date syllabi, having assignments open for only a short period of time, inaccurate assignment deadlines in D2L, unable to open D2L links to view assignments, wanting standard deadlines.

Instructor comment (N=13) 6.0%. These comments pertained to either specific instructors or general comments about their perception of how their instructors handled changing their course to 8-week blocks.

Subject matter (N=9) 4.2%. The suggestion that some courses are better fit as an 8-week course and others should stay 16-weeks long.

Mix of 8-and 16-week courses (N=6) 2.8%. These students did not like that not all of their courses were 8-weeks long.

8-Week Advantage Fall 2018 Student Survey

E.	Satisfaction with Resources	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	Satisfaction, continued	What they liked	Liked	What they disliked	Disliked
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Code **What do you not like about the 8-week blocks?**

Balancing work and school

As a working student, it made working full time actually harder for me. Also I felt rushed on assignments and the reading material because we always had 2+ chapters to read and do assignments on each week so I do not feel like I actually retained the information, instead I was just doing whatever I could to get the assignments done.

Eight week blocks have a heavier work load that I had to get used to again. The workload was manageable, but adjusting my schedule was a little more challenging due to full-time, and self employment.

I currently work full-time and am a full-time student. I have been able to work full-time and attend school full-time, all while striving to become a Dean's list student, which I was able to do. However, these condensed 8 weeks/daily classes have caused me to resign from my current full-time job, as they were not able to work with my new class schedule. I now will be only working part-time, which has caused me to take more student loans than I originally thought would be necessary.

I felt as if it was crammed. It was double the work load because of such short time. 8 weeks prevented me from working because I was at school Monday-Friday, which in return cost me more for daycare.

I was pretty overwhelmed the first three weeks of school. However, I work FT and haven't been in college in 35 years, so I'm sure that contributed to my stress level.

Code

- Balancing work and school
- Course organization
- Fast-paced
- Heavy school workload/homework
- Instructor comment
- Learning
- Mix of 8-week and 16-week courses
- Subject Matter
- Time management
- Other comment