Executive Team Meeting Notes
April 6, 2020	9:30 – 11:00 a.m.	Conference Call

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

Ms. Lorene Jaynes, Chief of Staff

Ms. Carmen Roberts, Director of Operations

Mr. Scott Thompson, Director of Communications & Marketing

Guests:

Ms. Jeri Pullum, Special Projects Coordinator

Agenda

1. Accreditation – *see attached*	*Presenter:* Jeri Pullum	*ET Lead:* Dr. Wolff

Great Falls College will submit a Year Six report to NWCCU in March of 2021. The report does not include an onsite visit. An off-site committee will report their findings to the onsite peer review committee who will visit in Year Seven. This allows the college a year to address the Committee's findings and include them in the Year Seven Report.

Ms. Pullum will present at Joint Directors this week, as they will have the majority of information required for Standard 2. She will also visit the next Operations Team meeting. The Executive Team will be involved in the governance portion of the report.

2. COVID-19 Leave	*Presenter:* Ms. Bonilla	*ET Lead:* Ms. Bonilla

The MUS Human Resources directors are continuing to meet daily. There is new information regarding COVID-19 leave for those employees not able to work from home. Supervisors are asked to keep Human Resources informed so time sheets are completed appropriately.

3. Summer Term	*Presenter:* Dr. Wolff	*ET Lead:*

The summer schedule is already loaded in the EMS. As there is very little on campus activity in summer, those courses needing to complete spring semester will be able to schedule as needed.

4. Other	*Presenter:*	*ET Lead:*

- A local business has requested to use the welding trailer. At this time, a regional high school has reserved it for educational use, but it is not certain K-12 school will resume normally this year. Ms. Roberts will work with Joel Sims the details of how this might work, as we would need to charge for the non-educational use of the trailer.

- Dr. Wolff would like each area to review its business continuity plan and what will it look like when we can return to campus. Ms. Bonilla will add to the Joint Directors agenda for Thursday.

- The Joint Directors will also discuss plans for the Commencement Boxes.

Upcoming Events

May

- **Board of Regents,** *May 20-21, Virtual Meeting*
- **Memorial Day,** *May 25, No Classes, Offices Closed*

Reporting Cycle

ANNUAL REPORT	• Disaggregated Data • Student Achievement • Financials	• **Annual** Submission • <mark>Staff Review</mark>
MID-CYCLE REPORT **Standard One**	Report and Onsite Review • Assessment • Data Collection and Analysis • Planning	• <mark>Onsite</mark> peer review in **Year 3** • Staff review of evaluation reports for Commission Meeting consent agenda
For GFC MSU March 2021 → **POLICIES, REGULATIONS, AND FINANCIAL REVIEW (PRFR)** **Standard Two**	Report and Offsite Review • Financial Performance • Policies and Regulations	• <mark>Offsite</mark> peer review in **Year 6** • Findings reported to Institutional Effectiveness Evaluation Team for Year 7
For GFC MSU March 2022 → **EVALUATION OF INSTITUTIONAL EFFECTIVENESS (EIE)** **Standards One and Two**	Report and Onsite Review of Student Success • Institutional Mission and Effectiveness • Student Learning • Student Achievement	• <mark>Onsite</mark> peer review in **Year 7** • Review findings from PRFR • Commission Decision

2020 Standards

STANDARD ONE – Institutional Effectiveness

- **Institutional mission**
- **Institutional effectiveness**
- **Student learning**
- **Student achievement**

STANDARD TWO – Governance, Resources, and Capacity (Policies, Resources and Financial Review report)

March 2021

- **Governance**
- **Policies and procedures**
- **Institutional integrity**
- **Financial resources**
- **Human resources**
- **Student support resources**
- **Library and information resources**
- **Physical and technology infrastructure**

Standard Two: Governance, Resources, and Capacity

The institution articulates its commitment to a structure of governance that is inclusive in its planning and decision-making. Through its planning, operational activities, and allocation of resources, the institution demonstrates a commitment to student learning and achievement in an environment respectful of meaningful discourse.

Governance

2.A.1 The institution demonstrates an effective governance structure, with a board(s) or other governing body(ies) composed predominantly of members with no contractual, employment relationship, or personal financial interest with the institution. Such members shall also possess clearly defined authority, roles, and responsibilities. Institutions that are part of a complex system with multiple boards, a centralized board, or related entities shall have, with respect to such boards, written and clearly defined contractual authority, roles, and responsibilities for all entities. In addition, authority and responsibility between the system and the institution is clearly delineated in a written contract, described on its website and in its public documents, and provides the NWCCU accredited institution with sufficient autonomy to fulfill its mission.
(Formerly 2.A.1, 2.A.2)

2.A.2 The institution has an effective system of leadership, staffed by qualified administrators, with appropriate levels of authority, responsibility, and accountability who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness.
(Formerly 2.A.9)

2.A.3 The institution employs an appropriately qualified chief executive officer with full-time responsibility to the institution. The chief executive may serve as an ex officio member of the governing board(s) but may not serve as its chair.
(Formerly 2.A.10)

2.A.4 The institution's decision-making structures and processes, which are documented and publicly available, must include provisions for the consideration of the views of faculty, staff, administrators, and students on matters in which each has a direct and reasonable interest.
(Formerly 2.A.1)

Academic Freedom

2.B.1 Within the context of its mission and values, the institution adheres to the principles of academic freedom and independence that protect its constituencies from inappropriate internal and external influences, pressures, and harassment.
(Formerly 2.A.27, 2.A.28)

2.B.2 Within the context of its mission and values, the institution defines and actively promotes an environment that supports independent thought in the pursuit and dissemination of knowledge. It affirms the freedom of faculty, staff, administrators, and students to share their scholarship and reasoned conclusions with others. While the institution and individuals within the institution may hold to a particular personal, social, or religious philosophy, its constituencies are intellectually free to test and examine all knowledge and theories, thought, reason, and perspectives of truth. Individuals within the institution allow others the freedom to do the same.
(Formerly 2.A.27, 2.A.28)

Policies and Procedures

The institution develops and widely publishes, including on its website, policies and procedures that are clearly stated, easily understandable, readily accessible, and administered in a fair, equitable, and timely manner.

2.C.1 The institution's transfer-of-credit policy maintains the integrity of its programs and facilitates the efficient mobility of students desirous of the completion of their educational credits, credentials, or degrees in furtherance of their academic goals.
(Formerly 2.A.14, 2.D.5)

2.C.2 The institution's policies and procedures related to student rights and responsibilities should include, but not be limited to, provisions related to academic honesty, conduct, appeals, grievances, and accommodations for persons with disabilities.
(Formerly 2.A.15, 2.D.5)

2.C.3 The institution's academic and administrative policies and procedures should include admission and placement policies that guide the enrollment of students in courses and programs through an evaluation of prerequisite knowledge, skills, and abilities to ensure a reasonable probability of student success at a level commensurate with the institution's expectations. Such policies should also include a policy regarding continuation in and termination from its educational programs, including its appeal and re-admission policy.
(Formerly 2.A.1, 2.D.5)

2.C.4 The institution's policies and procedures regarding the secure retention of student records must include provisions related to confidentiality, release, and the reliable backup and retrievability of such records.
(Formerly 2.D.7, 3.A.5)

Institutional Integrity

2.D.1 The institution represents itself clearly, accurately, and consistently through its announcements, statements, and publications. It communicates its academic intentions, programs, and services to students and to the public and demonstrates that its academic programs can be completed in a timely fashion. It regularly reviews its publications to ensure accuracy and integrity in all representations about its mission, programs, and services.
(Formerly 2.A.21, 2.A.25, 2.D.4)

The institution advocates, subscribes to, and exemplifies high ethical standards in its management and operations, including in its dealings with the public, NWCCU, and external organizations, including the fair and equitable treatment of students, faculty, administrators, staff, and other stakeholders and constituencies. The institution ensures that complaints and grievances are addressed in a fair, equitable, and timely manner.
(Formerly 2.A.22)

2.D.2 The institution adheres to clearly defined policies that prohibit conflicts of interest on the part of members of the governing board(s), administration, faculty, and staff.
(Formerly 2.A.23)

Financial Resources

2.E.1. The institution utilizes relevant audit processes and regular reporting to demonstrate financial stability, including sufficient cash flow and reserves to achieve and fulfill its mission.
(Formerly 2.A.30)

2.E.2. Financial planning includes meaningful opportunities for participation by stakeholders and ensures appropriate available funds, realistic development of financial resources, and comprehensive risk management to ensure short term financial health and long-term financial stability and sustainability.
(Formerly 2.F)

2.E.3 Financial resources are managed transparently in accordance with policies approved by the institution's governing board(s), governance structure(s), and applicable state and federal laws.
(Formerly 2.F)

Human Resources

2.F.1 Faculty, staff, and administrators are apprised of their conditions of employment, work assignments, rights and responsibilities, and criteria and procedures for evaluation, retention, promotion, and termination.
(Formerly 2.A.19)

2.F.2 The institution provides faculty, staff, and administrators with appropriate opportunities and support for professional growth and development.
(Formerly 2.B.3)

2.F.3 Consistent with its mission, programs, and services, the institution employs faculty, staff, and administrators sufficient in role, number, and qualifications to achieve its organizational responsibilities, educational objectives, establish and oversee academic policies, and ensure the integrity and continuity of its academic programs.
(Formerly 2.B.4)

2.F.4 Faculty, staff, and administrators are evaluated regularly and systematically in alignment with institutional mission and goals, educational objectives, and policies and procedures. Evaluations are based on written criteria that are published, easily accessible, and clearly communicated. Evaluations are applied equitably, fairly, and consistently in relation to responsibilities and duties. Personnel are assessed for effectiveness and are provided feedback and encouragement for improvement.
(Formerly 2.B.2, 2.B.6)

Student Support Resources

2.G.1 Consistent with the nature of its educational programs and methods of delivery, and with a particular focus on equity and closure of equity gaps in achievement, the institution creates and maintains effective learning environments with appropriate programs and services to support student learning and success.
(Formerly 2.D.1)

2.G.2 The institution publishes in a catalog, or provides in a manner available to students and other stakeholders, current and accurate information that includes: institutional mission; admission requirements and procedures; grading policy; information on academic programs and courses, including

degree and program completion requirements, expected learning outcomes, required course sequences, and projected timelines to completion based on normal student progress and the frequency of course offerings; names, titles, degrees held, and conferring institutions for administrators and full-time faculty; rules and regulations for conduct, rights, and responsibilities; tuition, fees, and other program costs; refund policies and procedures for students who withdraw from enrollment; opportunities and requirements for financial aid; and the academic calendar.
(Formerly 2.D.5)

2.G.3 Publications and other written materials that describe educational programs include accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. Descriptions of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.
(Formerly 2.D.6)

2.G.4 The institution provides an effective and accountable program of financial aid consistent with its mission, student needs, and institutional resources. Information regarding the categories of financial assistance (such as scholarships, grants, and loans) is published and made available to prospective and enrolled students.
(Formerly 2.D.8)

2.G.5 Students receiving financial assistance are informed of any repayment obligations. The institution regularly monitors its student loan programs and publicizes the institution's loan default rate on its website.
(Formerly 2.D.9)

2.G.6 The institution designs, maintains, and evaluates a systematic and effective program of academic advisement to support student development and success. Personnel responsible for advising students are knowledgeable of the curriculum, program and graduation requirements, and are adequately prepared to successfully fulfill their responsibilities. Advising requirements and responsibilities of advisors are defined, published, and made available to students.
(Formerly 2.D.10)

2.G.7 The institution maintains an effective identity verification process for students enrolled in distance education courses and programs to establish that the student enrolled in such a course or program is the same person whose achievements are evaluated and credentialed. The institution ensures that the identity verification process for distance education students protects student privacy and that students are informed, in writing at the time of enrollment, of current and projected charges associated with the identity verification process.
(Formerly 2.D.14)

Library and Information Resources

2.H.1 Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.
(Formerly 2.E)

Physical and Technology Infrastructure

2.I.1 Consistent with its mission, the institution creates and maintains physical facilities that are accessible, safe, secure, and sufficient in quantity and quality to ensure healthful learning and working environments that support and sustain the institution's mission, academic programs, and services. (Formerly 2.G)

Appendix A

STANDARD 2 EVIDENCE CHECKLIST

ELEMENT (Dept/Div)	SPECIFIC ASSOCIATED STANDARD (Crosswalk to previous standards)	REQUIRED ITEM (If present, note in check box)	LINKS OR NOTES, PAGES, COMMENTS, OR CONCERNS
Governance **(ET)**	2.A.1 Board (2.A.1, 2.A.2)	☐Institutional governance policies & procedures	
		☐System governance policies/procedures (if applicable)	https://mus.edu/borpol/
		☐Multiple board governing policies/procedures (if applicable)	https://mus.edu/borpol/
		☐Board's calendar for reviewing institutional and board policies/procedures	
		☐By-laws and Articles of	BOR Bylaws: https://mus.edu/borpol/bor200/201-7.pdf

		Incorporation referencing governance structure	
	2.A.2 Leadership (2.A.9)	☐Leadership organizational chart	http://gfcmsu.edu/about/documents/Organizational_Chart.pdf
		☐Curriculum vitae of executive leadership	
	2.A.3 CEO (2.A.10)	☐Curriculum vitae of President/CEO	
	2.A.4 Decision-making (2.A.1)	☐Institutional governance policies & procedures (see 2.A.1)	http://gfcmsu.edu/about/policies/index.html Shared governance ET: CPBAC: http://gfcmsu.edu/about/governance/cpbac/index.html
Academic Freedom	2.B.1 & 2.B.2 Academic Freedom (2.A.27, 2.A.28)	☐Academic freedom policies and procedures	BOR: https://mus.edu/borpol/bor300/302.pdf Faculty handbook: http://facstaff.gfcmsu.edu/documents/Faculty%20Handbook.pdf
Policies and Procedures **(Student Services)**	2.C.1 Transfer of credit (2.A.14, 2.D.5)	☐Transfer of credit policies / procedures	BOR: https://mus.edu/transfer/policies.html Transfer agreements: http://catalog.gfcmsu.edu/transfer-curricula/ Transfer to other institutions: http://catalog.gfcmsu.edu/student-services/admissions/transfer-to-other-institutions/ Trans from: http://catalog.gfcmsu.edu/student-services/admissions/transfer-from-other-institutions/ Transfer admissions: http://catalog.gfcmsu.edu/student-services/admissions/requirements/ Under Types of Admissions heading

	2.C.2 Student rights, responsibilities (2.A.15, 2.D.5)	☐ Documentation of students' rights and responsibilities policies and procedures, which include:	
		☐ Academic honesty ☐ Appeals grievance ☐ Accommodations for person with disabilities (Student handbook or catalog: links to webpages – please note specific pages or areas.)	Students: http://gfcmsu.edu/about/policies/PDF/300/300.pdf
			http://www.gfcmsu.edu/about/policies/PDF/300/301_1.pdf Catalog**: http://catalog.gfcmsu.edu/general-information/** Under **Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation** http://catalog.gfcmsu.edu/student-services/student-information/disability-services/index.html
	2.C.3 Admissions, placement, student standing (2.A.16, 2.D.5)	☐ Policies and procedures for recruiting, admitting and placing students.	Open admissions http://admissions.gfcmsu.edu/steps.html Sample program specific admissions Nursing http://gfcmsu.edu/webs/nursing/documents/Registered_Nurse_Application.pdf pp. 2-5 Dental Hygiene http://www.gfcmsu.edu/webs/dh/documents/Dental_Hygiene_Application.pdf pp. 4-5

		☐ Policies/procedures related to continuation and termination from educational programs including appeal process and readmission policies/procedures.	http://gfcmsu.edu/about/policies/PDF/300/300.pdf
	2.C.4 Student records (2.D.7, 3.A.5)	☐ Policies / procedures regarding secure retention of student records, i.e., back-up, confidentiality, release, protection from cybersecurity issues or other emergencies.	Record retention schedule http://gfcmsu.edu/about/policies/documents/GFCMSU_Record_Retention_Schedule_2019.xlsx FERPA release: http://records.gfcmsu.edu/documents/forms/ReleaseOfInformation.pdf Restriction to release http://records.gfcmsu.edu/documents/forms/Restriction%20of%20Release%20of%20Information.pdf
Institutional Integrity **(Communications/ HR)**	2.D.1 Truthful representation (2.A.21; 2.A.25; 2.D.4)	☐ Policies / procedures for reviewing published materials (print or websites) that assures institutional integrity	Web site committee Director of communications Branding policy: http://gfcmsu.edu/about/policies/PDF/100/103_1.pdf

	2.D.2 Ethics and complaints (2.A.22)	☐ Policies / procedures for reviewing internal and external complaints and grievances.	Discrimination: http://gfcmsu.edu/about/policies/PDF/400/401_3.pdf Grievance: http://gfcmsu.edu/about/policies/PDF/400/408.pdf Montana Code of Ethics: http://leg.mt.gov/bills/mca/title_0020/chapter_0020/part_0010/sections_index.html
	2.D.3 Conflict of interest (2.A.23)	☐ Policies / procedures for prohibiting conflicts of interest among employees and board members.	http://gfcmsu.edu/about/policies/PDF/400/402_4.pdf BOR: http://www.mus.edu/borpol/bor700/770.pdf
Financial Resources **(Business Office)**	2.E.1 Audits, oversight (2.A.30)	☐ Policies / procedures that articulate the oversight and management of financial resources.	http://gfcmsu.edu/about/policies/PDF/500/501_2.pdf MSU Internal Audit: https://mus.edu/borpol/bor200/210.pdf Purchasing guidelines: http://facstaff.gfcmsu.edu/forms/purchasing/Purchasing_Guidelines_5-2014.pdf Bozeman purchasing site: https://www.montana.edu/policy/purchasing/
		☐ Latest external financial audit including management letter	
		☐ Cash flow balance sheets	
	2.E.2 Planning (2.F)	☐ Policies / procedures for planning and monitoring of	

		operating and capital budgets, reserves, investment, fundraising, cash management, debt management, transfer and borrowing between funds.	
	2.E.3 Management (2.F)	☐ Description of internal financial controls	
		☐ Board approved financial policies, state financial policies, or system financial policies.	BOR financial policies: https://mus.edu/borpol/bor900/bor900.html
Human Resources **(HR)**	2.F.1 Employee information (2.A.19)	☐ Human resource policies / procedures	Personnel policy: http://gfcmsu.edu/about/policies/400policies.html Human Resources web page: http://www.gfcmsu.edu/hr/#
		☐ Policies / procedures related to teaching, scholarship, service and artistic creation	
		☐ Policies / procedures for apprising	Evaluations: http://gfcmsu.edu/about/policies/PDF/400/403_6.pdf

		employees of working conditions, rights and responsibilities, evaluation, retention, promotion and termination.	
	2.F.2 Professional development (2.B.3)	☐ Employee professional development policies / procedures	Faculty Pro Dev Plan: http://gfcmsu.edu/about/policies/PDF/200/Professional_Development_Plan.pdf
	2.F.3 Sufficiency (2.B.1; 2.B.4)	☐ Documentation about engagement and responsibilities specified for faculty and staff, as appropriate	
		☐ Personnel hiring policy / procedures	Recruitment authorization: http://facstaff.gfcmsu.edu/forms/human_resources/RecruitmentAuthForm.pdf
		☐ Academic organizational chart	https://www.gfcmsu.edu/about/documents/Organizational_Chart.pdf, pg. 2
	2.F.4 Evaluation (2.B.2; 2.B.6)	☐ Administrator / staff / /faculty evaluation	Evaluations: http://gfcmsu.edu/about/policies/PDF/400/403_6.pdf Eval cycle: http://www.gfcmsu.edu/hr/documents/Performance%20Management%20Cycle.pdf Web page: http://www.gfcmsu.edu/hr/performance.html

		policies / procedures	
Student Support Services **(Student Services: Registrar, Financial Aid, Advising, eLearning)**	2.G.1 Effective learning and student support environment (2.D.1)	☐ Listing of programs and services supporting student learning needs	
	2.G.2 Publication of information (2.D.5)	Catalog (and/or other publications) that provides information regarding: ☐ Institutional mission ☐ Admission requirements and procedures ☐ Grading policy ☐ Information on academic programs and courses, including degree and program completion requirements, expected learning	Mission website: http://gfcmsu.edu/about/Planning/index.html Admission website: http://admissions.gfcmsu.edu/steps.html Grading policy: Faculty handbook - http://facstaff.gfcmsu.edu/documents/Faculty%20Handbook.pdf pg. 12 Syllabus template Policy: http://www.gfcmsu.edu/about/policies/PDF/300/308_1.pdf Academic programs: http://catalog.gfcmsu.edu/academic-programs/ (ll Names, titles: catalog – http://catalog.gfcmsu.edu/faculty-administrative-staff/ Conduct, rights, etc. http://catalog.gfcmsu.edu/general-information/ Policy: http://www.gfcmsu.edu/about/policies/PDF/300/300.pdf

		outcomes, required course sequences, and projected timeline to completion ☐ Names, titles, degrees held, and conferring institutions for administrators and full-time faculty ☐ Rules and regulations for conduct, rights and responsibilities	
		☐ Tuition, fees and other program costs ☐ Refund policies and procedures for students who withdraw from enrollment ☐ Opportunities and requirements for financial aid	http://catalog.gfcmsu.edu/academic-programs/ http://finaid.gfcmsu.edu/tuition.html Refund Financial aid: http://records.gfcmsu.edu/faq.html# http://finaid.gfcmsu.edu/index.html Academic calendar: http://students.gfcmsu.edu/academiccalendar.html

		☐ The academic calendar (See 2.C.2)	
	2.G.3 Licensure; employment requirement (2.D.6)	Samples of publications and other written materials that describe: ☐ Accurate information on national and/or state legal eligibility requirements for licensure or entry into an occupation or profession for which education and training are offered. ☐ Description of unique requirements for employment and advancement in the occupation or profession shall be included in such materials.	Licensure/entry into profession: Registered Nurse: http://catalog.gfcmsu.edu/academic-programs/registered-nurse/#text Paramedic: http://catalog.gfcmsu.edu/academic-programs/paramedic/ Unique requirements for employment
	2.G.4 Financial Aid	☐ Published financial aid	Financial aid: http://records.gfcmsu.edu/faq.html# http://finaid.gfcmsu.edu/index.html

		policies / procedures including information about categories of financial assistance	
		☐ Information to students regarding repayment obligations	
		☐ Policies / procedures for monitoring student loan programs	
	2.G.5 Financial aid Repayment (2.D.9)	☐ Repayment notification ☐ Loan default rate on website	
	2.G.6 Advising (2.D.10)	☐ Description of advising program, staffing and advising publications.	Advising home: http://students.gfcmsu.edu/advising/index.html Forms: http://records.gfcmsu.edu/forms.html
		☐ Systematic evaluation of advising	
		☐ Professional development policies /	

		procedures for advisors	
	2.G.7 Identify verification (distance ed) (2.D.14)	☐ Policies / procedures for ensuring identity verification for students enrolling in distance education courses	General: https://greatfallscollege.freshservice.com/support/solutions/articles/13000013141-how-are-tests-given-on-the-internet-
Library and Information Resources **(Library)**	2.H.1 Library and information services (2.E)	☐ Procedures for assessing adequacy of library collections	
		☐ Library planning committee and procedures for planning and collection development	
		☐ Library instruction plan; policies / procedures related to the use of library and information resources	
		☐ Library staffing information;	

		policies / procedures that explain faculty / library partnership for assuring library and information resources are integrated into the learning process	
Physical & Technology Infrastructure **(Operations: Facilities, IT)**	2.I.1 (2.G)	Facilities master plan, including ☐ Equipment replacement policies / procedures ☐ Procedures for assessing sufficiency of physical facilities	http://www.gfcmsu.edu/about/documents/facilitiesplan2018/html5/index.html?page=1&noflash
		☐ Policies / procedures for ensuring accessible, safe, and secure facilities	
		☐ Policies / procedures for the use, storage and disposal of hazardous waste	
		☐ Technology master plan and	

		planning processes	
		☐ Technology / equipment update and replacement plan	