

Executive Team Meeting Notes
November 16, 2020 | 9:30-11:00 am | Video Conference

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, Chief of Staff
Dr. Leanne Frost, Executive Director of Instruction	Ms. Carmen Roberts, Executive Director of Operations
Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer	Mr. Scott Thompson, Director of Communications & Marketing <i>(absent)</i>

Guests:

Ms. Jeri Pullum, Special Projects Coordinator	Ms. Mandy Wright, Interim Director of Library Services, Assessment, and Teaching & Learning Center
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Guests

1. Accreditation Report – Governance	Presenter: Ms. Pullum	ET Lead: Dr. Wolff
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Ms. Pullum shared the governance section of the accreditation report with the Executive Team. The group reviewed, edited, and thanked Ms. Pullum for her work.

2. Strategic Goal 1.c.	Presenter: Ms. Wright	ET Lead: Ms. Roberts
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Ms. Wright attended on behalf of CAAAC to share information on Strategic Goal 1.c. *(See attached.)* Noted is that the integrated educational model is the 8 Week Advantage and everything included with it. Ms. Wright will dig deeper into the data to report the unduplicated headcount. She has been thrilled with the faculty and staff participation in Workshop Wednesdays.

While the focus this year has been on student success with remote learning due to the pandemic, HIPs provided us a framework and something concrete with which to work. They are tried and true national standards and will still lead to an increase student retention and completion. In terms of accreditation, it could be explained that 2020 was different and we needed to set the direct focus on the HIPs aside.

There is staff training taking place, it just hasn't been tracked. The Teaching and Learning Center is happy to be the central repository for both faculty and staff professional development, noting that the staff trainings reported should be directly related to student success. Ms. Wright will work with Ms. Bonilla to develop an appropriate definition for tracking professional development for staff.

Standing Items

1. Healthy Campus Task Force	Presenter: Dr. Frost	ET Lead: Dr. Frost
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The system-wide task force met last Wednesday. The areas of emphasis for the MUS COVID response team to review for spring:

1. Confirming that campuses have clear and easily accessible directions for students and employees to follow if they test positive or are otherwise quarantined (e.g., what to expect during isolation/quarantine, academic support resources, options for coursework completion, etc.)
2. Guidance for faculty related to flexibility on course completion (e.g., course incompletes)
3. Guidance for campuses related to facilities operations (e.g., research labs, less-used spaces)
4. Enhanced attention to mental health and wellness support for both students and employees
5. Updated travel guidelines (e.g., travel for breaks, international, out-of-state)

The Great Falls College campus plan will be updated by mid-December, as well.

2. Daily COVID Calls	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
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Discussion has focused on athletics.

3. CARES Act Student Emergency Funding	Presenter: Ms. Bonilla	ET Lead: Ms. Bonilla
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As students are impacted, they are being notified they are eligible for assistance. If the student funding runs out, institutional funds are available for students.

4. Campus Morale Planning	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
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The Student Veterans selected Gary Smart and the facilities crew for their annual award.

Arne Buhmann will be playing the piano next Monday, November 23, in Heritage Hall at noon.

Strategic Planning

Campus Update
November 16, 2020

Mission

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 November

Strategic Goal 1.c.

Provide faculty and staff development to assist in developing, implementing, and assessing high quality, high impact practices.

Update on Activities

Two-Year Teaching & Tech Podcast

Workshop Wednesdays (summer 2020)

- Creativity in Online Courses
- Online Instruction Best Practices
- WebEx Education Connector
- Panopto
- Flipped Learning & Hyflex
- Integrating Collaborative Tools
- Respondus
- Orienting Learners to Online Courses

Workshop Wednesdays (fall 2020)

- Assessment Process
- Camtasia
- Point-based vs Weighted Grading Systems
- TILT
- Hyflex Update
- Accessibility
- Smartpens

Update on Metrics

Metrics

Within 5 years 50% of faculty participate in professional development regarding student success (integrative educational model).

Annual goal: By May 2021, 10%.

Within 5 years, 50% of staff participate in professional development regarding student success (integrative educational model).

Annual goal: By May 2021, 10%

Positives for this sub goal

Faculty & staff have participated in Workshop Wednesdays

- Faculty
 - Summer= 181 (duplicated head count)
 - Fall= 74 (duplicated head count)
- Staff
 - Summer= 23 (duplicated head count)
 - Fall= 14 (duplicated head count)

In progress/future plans:

- HIPs framing language & checklists
- Self-paced workshops on HIPs
- Workshop on integrating HIPs into online courses
- Instructional Design café
- January non-instructional days
 - Focus on classroom technology
- TILT learning community

Challenges for this sub goal

As evidenced by the training that has taken place since the strategic plan was finalized, emphasis has been on supporting remote instruction.

This subgoal (as written) may be less relevant now than when it was when originally written. Providing faculty and staff training in student success measures is important, but does emphasizing HIPs make sense at this time?