

Executive Team Meeting Notes
January 25, 2021 | 9:30-11:00 am | Video Conference

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

Guests:

Ms. Jeri Pullum, Special Projects Coordinator	Mr. Troy Stoddard, Advising & Career Center Director
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Guests

1. CAAAC Update-Strategic Goal 1.d.*	Presenter: <i>Dr. Frost, Mr. Stoddard</i>	ET Lead:
<p>Mr. Stoddard and Dr. Frost shared an update on Strategic Goal 1.d. – Identify and implement opportunities for collaboration between curricular and co-curricular units to support student success. See attached presentation.</p> <p>Mr. Stoddard opened with giving kudos to Wayne Breau for his assistance with ensuring students’ individualized plans are available to them via D2L. The First Year Experience subcommittee, chaired by Dr. Frost, is working on a webpage that will easily direct students to resources they may need. The Admissions Office contacted several students over the break to gather feedback regarding what worked well and what they wish they would have had. Feedback will continue to be gathered with new students this semester, and the information will be shared broadly. There is also discussion about a non-credit college skills course similar to the former COLS course where students receive assistance and instruction to guide their time at the college.</p> <p>The Transparency in Learning and Teaching (TILT) group will be starting again after a pause due to COVID. The College Assessment, Analysis, and Accreditation Committee is working on framing language to assist faculty in accurately identifying HIPs to be certain it has direct and positive impact on student learning.</p> <p>It was noted the Joint Directors team is working very well, as they have been able to accomplish many tasks.</p>		

Standing Items

1. Healthy Campus Task Force	Presenter: <i>Dr. Frost</i>	ET Lead: <i>Dr. Frost</i>
No updates at this time. All is going well this semester.		
2. COVID Calls	Presenter: <i>Ms. Bonilla</i>	ET Lead: <i>Ms. Bonilla</i>
Vaccines are the topic of conversation.		
3. CARES Act Funding	Presenter: <i>Ms. Bonilla/Ms. Roberts</i>	ET Lead: <i>Ms. Bonilla/Ms. Roberts</i>
<p>Student Emergency Funding: Nothing to report.</p> <p>Institutional Funding Distribution: OCHE is not providing additional guidance or requiring additional information from the college regarding the current funding distribution. The legislature is requesting information on how the funds will be distributed. Of the \$1.7M, \$700,000 will go to institutional upgrades to create greater stability for remote learning and the a generator for the server room. The remaining \$1M will go into students’ hands.</p>		

Agenda

1. Partnership with Local Businesses	Presenter: <i>Mr. Thompson</i>	ET Lead:
<p>The Academic Success Center would like to provide incentives to students for using its services by offering rewards, such as gift cards to local businesses. It was noted this was the original intention behind the college’s app, as each area was to have a QR code students would scan for participation and would be awarded “points” that they could redeem for rewards within the college. The idea of external rewards is great and will require people hours. Mr. Thompson will visit about the app with the Office of Student Engagement and will relay the information to the ASC director.</p>		
2. Student Newspaper	Presenter: <i>Mr. Thompson</i>	ET Lead:
<p>Mr. Thompson will visit with the student interested in the revival of the <i>Roaring Winds</i> student newspaper regarding the input of the Executive Team, including the student interest in creating the publications and sustainability of the newspaper by students.</p>		

3. Postings to D2L and Terms of Service, etc.	Presenter: Mr. Thompson	ET Lead:
Mr. Thompson will discuss appropriate postings to D2L and terms of service with legal counsel.		
4. TLC Child Care Center	Presenter: Ms. Bonilla	ET Lead:
At this time, the TLC Child Care Center has seven of the college's students utilizing its services and 40 community members.		
5. Procedures for LLL Credit Courses	Presenter: Dr. Frost/Ms. Bonilla	ET Lead:
As more and more opportunities come forward to offer courses for credit in Lifelong Learning, it was determined a procedure needs to be created to ensure all necessary parties are involved. Ms. Bonilla and Dr. Frost will gather a group to craft the process.		
6. Hyflex Courses for Fall	Presenter: Dr. Frost	ET Lead:
<p>Dr. Frost shared there are more faculty who would like to pilot the hyflex model in the fall. The technology upgrades in classrooms has made this possible faster than anticipated. While there is not a way for Banner to code this type of course, the Registrar's Office is working on how best to list the courses on the schedule. The Teaching and Learning Center would like to provide a training in March from Brian Beatty, who authored <i>Hybrid-Flexible Course Design: Implementing Student-Directed Hybrid Classes</i> (*linked below), as well as pull from the expertise of faculty who have experience teaching with the hyflex model. Courses offered as hyflex will include language in the course description explaining how it works. Fee schedules and policy will need to be discussed. Mr. Thompson and Dr. Frost will work on a story in hopes of being published in a national journal.</p> <p><small>*Beatty, B. J. (2019). <i>Hybrid-Flexible Course Design: Implementing Student-Directed Hybrid Classes</i>. EdTech Books. Available online: https://edtechbooks.org/hyflex/.</small></p>		
7. GFC Credit Hour policy 211.2 / BOR Online Learning policy 303.7	Presenter: Dr. Frost	ET Lead:
The Board of Regents (BOR) has updated policy 303.7 to update definitions for online offerings to include the hyflex model. The college's policy 211.2 Credit Hours is the only policy on file regarding online learning. This policy will be updated, and a new college policy regarding online learning will be created and linked to the BOR policy.		
8. Chemistry Lab Tech Position	Presenter: Dr. Frost	ET Lead:
The chemistry lab tech position is being vacated. The Executive Team unanimously approved refilling the position.		

Strategic Planning

Campus Update
Date

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 January

Strategic Goal 1.d.

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

Operational Plan Updates

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 show % 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