

Executive Team Meeting Notes
January 19, 2022 | 1:00 pm – 3:00 pm | Teams

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. Stephanie Erdmann, CEO/Dean
 Dr. Leanne Frost, Executive Director of Instruction
 Ms. Mary Kay Bonilla, Chief Student Affairs and Human Resources Officer

Ms. Carmen Roberts, Executive Director of Operations
 Mr. Scott Thompson, Director of Communications & Marketing
 Dr. Eleazar Ortega, Institutional Researcher & Data Analyst
 Ms. Stacy Lowry, Executive Assistant to the CEO/Dean

Guests: Wayne Breau

Guests			
Time	Topic	Responsible	Outcome
10 min	Current App Update	Mr. Breau	Informational

Standing Items			
Time	Topic	Responsible	Outcome
5 min	Policy Review	Ms. Roberts	Update on policy review process
5 min	ET minutes from 1.11.2022	Ms. Lowry	Review and approve minutes
45 min	Committee Structure	All	Continue work on chart

Agenda			
Time	Topic	Responsible	Outcome
5 min	FYE Update	Dr. Frost	Informational
5 min	Re-hire Math Faculty Position	Dr. Frost	Decision
20 min	2021 IPEDS Data Feedback Report	Dr. Ortega	Informational
15 min	Front admin person	All	Update/discussion

Notes		
Topic	Discussion	Action
Current App Update	Mr. Breau gave us an overview of the GFC app and the different functions it can perform. App works with Banner, D2L, and will also work with the new EAB Navigate app. Campus Wall function is used often by students looking for help. App can be used by perspective students or Lifelong Learning participants, but with limited functions.	Mr. Breau will give Rion access to the app.
Policy review	Discussed some policies to move forward to Faculty and Staff Senates.	Ms. Roberts will add definition of what a piloted course is and also add a general definition of prerequisite and how it can be obtained. Ms. Roberts will then move forward with policy reviews.
ET minutes from 1.11.2022		Ms. Roberts made motion to approve. Ms. Bonilla seconds. All are in favor.
Committee Structure--	TABLED	

FYE Update	<p>Discussed some items FYE is discussing-- Prevention Edu modules and the barrier it is to students. Over 100 students had holds before the semester and could not register for class. As of today, 85 students still have holds on their accounts.</p> <p>Syllabus Software is on hold for now as we are moving to a single LMS.</p>	<p>Mr. Archey will create workshops for students to gather and complete modules. Trades will complete modules as part of their curriculum during the second 8 weeks. Ms. Wright will work with departments to create course outlines with basic course information to go out to students before the start of class. Mr. Archey is working on creating two new student groups-Support group for student parents and Dual enrollment enhancement.</p>
Re-hire Math Faculty Position	Discussed the hiring of a math faculty for AY 2023 to fill a spot that will be vacated.	All are in favor to hire this position. Dr. Frost will move forward with hire.
2021 IPEDS Data Feedback Report	<p>Reviewed report, looked at how Great Falls College compared to other schools in our comparison group. Reviewed financial aid data, costs, enrollment, retention, degrees awarded, graduation rates, etc. Report is a good baseline for retention and completion. Discussed if we should leave comparison group as is or let NCES determine.</p>	Decided to leave comparison group as is as data comparisons were not that different between the default group and the automatic group. Dr. Ortega will send Ms. Pullum report for accreditation purposes.
Front admin person	Quickly discussed and are holding on moving forward for now.	Dr. Erdmann and Ms. Bonilla will visit about communication received from OCHE before the Executive Team discusses this further.