

CPBAC – College Planning, Budgeting, and Analysis
Committee 09/27/19 | 8:00-9:30 a.m. | Room B108

Members in attendance:

Dave Bonilla	Chief Technology Officer
Mary Kay Bonilla	Chief Student Affairs & Human Resources Officer
Dr. Leanne Frost	Director of General Studies
Leah Habel	Director of Financial Aid
Shannon Marr	Director of Recruitment and Enrollment
Kathy Meier	Director of Disability Services
Russell Motschenbacher	Health Sciences Division Director
Eleazar Ortega	Institutional Researcher
Heather Palermo	Director of Lifelong Learning
Jana Parsons	Faculty Senate Chair
Dr. Heidi Pasek	CAO / Associate Dean
Carmen Roberts	Director of Operations
Joel Sims	Director of Trades
Gary Smart	Director of Facilities Services
Troy Stoddard	Director of Advising and Career Center
Karen Vosen	Classified Staff-at-Large
Mandy Wright	Director of Assessment
Dr. Susan Wolff	CEO / Dean - Chair
Roger Ereaux	Student Government Designee
Taylor Alexander	Communications and Marketing Manager
Cheryl McGee	Classified Staff-at-Large
Charla Merja	Director of Academic Success Center

Members not in attendance:

Dena Wagner-Fossen	Registrar
Laura Wight	Director of Library Services

I. Welcome | Approval of Minutes – Dr. Pasek | Carmen Roberts

Roger Ereaux, CPBAC representative from Student Government was introduced.

Dr. Pasek asked for a motion to approve the minutes from 8/30/19. Mandy Wright so moved, Heather Palermo seconded, the minutes were approved.

II. Planning Update – Dr. Wolff

Dr. Wolff reported that the revised Mission Statement and Strategic Plan have been approved, and thanked the CAAAC for their hard work and CPBAC for their involvement.

The mission statement was included as an agenda item on the November Board of Regents meeting.

CAAAC intends to work with existing committees to identify upcoming operational goals and welcomes input. Dr. Wolff asked CPBAC members to update their respective divisions and departments and let them know their involvement is appreciated.

Dr. Pasek thanked CAAAC for their hard work. They hope to have operational plan finalized by spring and to utilize existing goals, committees, and operational plans when possible.

Montana Access Scholarship

Dr. Wolff noted we are well past the 40% fundraising mark for the Montana Access Scholarship. We would like to wrap this up quickly in case we have to raise money for the dental addition. Thanks to everyone for your support.

III. Budget Update | Ms. Roberts

[FY 2020 Budget Book](#)

Board of Regents approved the budget. This year's budget is aggressive; we still have to rely on our tuition revenue.

IV. Policy and Procedures Final Discussion | Dr. Pasek

See Attached

Revisions to the CPBAC Policy and Procedures were introduced last spring. Dr. Pasek asked that CPBAC members review both the revised Policy and Procedure and discuss with the groups you represent. Next steps include discussion and voting at the next meeting, and if approved, they will be moved forward to ET. Dr. Pasek noted that the Procedure lists members' names (in red) next to their positions for ease of review, but only positions will be listed on the final procedure.

V. Report from IR | Eleazar Ortega

See attached

Eleazar shared results from a comparison of Faculty/Staff and Student 8-Week Advantage survey results, Fall 2018 to Spring 2019. The last slide shows a link to full report.

Faculty/Staff Survey

Student Survey

Higher percentage of responses in fall than spring

- Incentives offered in fall: 5 refurbished computers and coffee cards

Have pass rates and retention been studied?

- There is now a larger cohort of students to study, so pass rates and retention can now be analyzed
- The overall core success rates have increased in SharePoint for the last AY. This will be monitored to determine whether it was due to the 8-Week Advantage, whether it will keep increasing over time, etc.
- Contact Eleazar with specific questions.

For students simultaneously taking 8-week and 16-week classes, is it possible to find out if grades slump in 16-week classes during 8-week finals?

- An examination comparing final grades to midterm grades would need to be made

How to encourage more participation in upcoming surveys:

- Surveys are sent to students via email, D2L, college, or personal.

- For an internal survey, 30% response rate is considered very good.
- We could push out reminders through the new app.
- Spring survey: students may have not wanted to take the survey twice.
- Reminders from advisors
- Mary Kay Bonilla noted we are looking at an automated remind service
- Tables at student events where students could fill out survey. App can track number of students attending events by creating QR codes.
- Leaning toward having focus groups this fall in addition to a survey. Results will be shared with CPBAC once a formal report is complete.

Possible Incentives for next survey

- Coffee cards
- Event tickets – Americans games, Harvest Howl, etc.
- Request suggestions from Student Government

Will survey results be shared with students?

- Eleazar will share with a student government group

Is there a way to call out the differences between online and face-to-face students?

- Ask the question on future surveys about whether student is taking classes online, face-to-face, or both

How can we capture the opinions of all students, including the 2nd-8 week block students and first-block students who don't return for 2nd block

- Complete a survey in every block? Concern is too many surveys
- Troy noted there is only a small number of students registering for only 2nd 8-Week blocks

Does survey go out to dual credit?

- Yes if enrolled in 8 week course
- No if enrolled in concurrent courses taught through their teachers
- At some point hope to reach out to Dual Enrollment counselors

CAAAC is reaching out to IRB at MSU for guidance.



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Mission and Strategic Plan

THANK YOU!

The revised mission statement & strategic plan have been approved!



Next steps

- Mission statement on BOR November meeting agenda. (November 21-22)
- Once approved, we will be able to roll-out the strategic plan.



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Meanwhile...

CAAAC will curate existing plans and goals.

- Hope to work closely with both Academic and Administrative Program Review Committees to identify upcoming operational goals.
- Use existing committees to avoid duplication.



GREAT FALLS COLLEGE
MONTANA STATE UNIVERSITY

Spread the Word!

As a representative of CPBAC, please update your divisions/departments.



WORKING COPY ONLY – NAMES WILL NOT BE INCLUDED ON FINAL PROCEDURE

SUBJECT: Governance and Organization

PROCEDURE: 104.2 College Planning, Budget and Analysis Committee (CPBAC)

EFFECTIVE: January 2008 **REVISED:** [DATE] **REVIEWED:** [DATE]

NOTE: 9-26-19

The College Planning Budgeting and Assessment Committee (CPBAC) Membership

The CPBAC is comprised of representatives of all units of the College. By virtue of the positions within the College's organizational hierarchy and structure, the majority of CPBAC's membership is permanent. The Faculty Senate Chair and the Staff Senate Chair will participate by virtue of their appointment, and the Senates will make the appointment of the additional representatives.

The CAO and Director of Operations serve as co-chairs of the CPBAC. Standing membership is comprised of both voting and non-voting ex-officio members and includes the following:

Members (Voting)

Chief Academic Officer – **Dr. Heidi Pasek**
Chief Student Affairs/Human Resources Officer – **Ms. Mary Kay Bonilla**
Chief Technology Officer – **David Bonilla**
Classified Staff at Large – 1) **Ms. Cheryl McGee** 2) **Ms. Karen Vosen**
Classified Staff Senate Chair or designee – **Ms. Laramie Smovir**
Communications and Marketing Manager – **Ms. Taylor Alexander**
Director of Academic Success Center – **Ms. Charla Merja**
Director of Advising and Career Center – **Mr. Troy Stoddard**
Director of Assessment – **Ms. Mandy Wright**
Director of Disability Services – **Ms. Kathy Meier**
Director of Facilities Services – **Gary Smart**
Director of Financial Aid – **Ms. Leah Habel**
Director of Library Services – **Ms. Laura Wright**
Director of Lifelong Learning – **Ms. Heather Palermo**
Director of Operations – **Ms. Carmen Roberts**
Director of Recruitment and Enrollment – **Ms. Shannon Marr**
Executive Assistant to CEO/Dean – **Ms. Lorene Jaynes**
Faculty at Large (2) – 1) **Mr. Tom Oakberg** 2) **Vacant**
Faculty Senate Chair or Designee – **Ms. Jana Parsons**
General Studies Division Director – **Dr. Leanne Frost**
Health Sciences Division Director – **Mr. Russell Motschenbacher**
Student Government President or Designee – **Designee - Mr. Roger Ereaux**
Trades Division Director – **Mr. Joel Sims**

Ex-Officio Members (Non-Voting)



CEO/Dean – **Dr. Susan Wolff**
Institutional Research Analyst – **Ms. Eleazar Ortega**
Registrar – **Ms. Dena Wagner-Fossen**

Meetings

The CPBAC will meet monthly on the last Friday of every month. CPBAC business may be conducted via electronic mediums such as Video Conference or email in some instances. In accordance with open meeting laws and to honor transparency, the CPBAC meetings are open to the campus community and public.

CPBAC meetings and business will follow Robert's Rules of Order for voting. A quorum of no less than 2/3 of the voting membership must be present to act on any action item before CPBAC. Action items are those including, but not limited to significant resource allocations (e.g. annual budget), allocation of new resources, and/or institutional changes. A simple majority is required for passage of a motion. In some instances of significant action (e.g. annual budget approval) action items may be moved to the Executive Team for final ratification.

Items for consideration of the CPBAC will be submitted through the assistant to the CAO by close of business one week prior to the scheduled meeting date. Once received, they will be listed on the agenda as an informational or action item.

DRAFT



SUBJECT: Governance and Organization

POLICY: 104.1 College Planning, Budget and Analysis Committee (CPBAC)

RELATED PROCEDURE:

EFFECTIVE: January 2008

REVISED: Jan. 30, 2019

REVIEWED: [DATE] 2019

Introduction and Purpose

Great Falls College MSU is committed to "... on-going, participatory planning that provides direction for the institution and leads to the achievement of intended outcomes of its programs and services, accomplishment of its core themes, and fulfillment of its mission (NWCCU, 2017)."

The CPBAC Charge

The CPBAC is charged with gathering and interpreting institutional data to evaluate performance and effectiveness at the institution, division and department levels. The CPBAC leads the development and aggregation of budget projections, strategic and annual (operational) plans and works with the college's leadership to allocate resources strategically to improve overall institution effectiveness and achieve the priorities as set forth by the strategic plan.

Within this capacity, the CPBAC will strive to meet the following objectives:

1. Assess institutional effectiveness data on an annual basis and make recommendations to the membership and Executive Team for areas of opportunity or concern to be addressed;
2. Facilitate the development of annual budget projections;
3. Facilitate the development of annual division and department goals and objectives geared at addressing the areas of opportunity or concern;
4. In concert with the Executive Team, facilitate the strategic planning process of the College;
5. Collect, aggregate and evaluate annual budget projections and requests, as well as division/departmental goals and objectives, to assess the appropriateness and need of such;
6. Recommend to the Executive Team annual institutional budgets and work plans as identified in the division/department annual goals and objectives;
7. Consider requests for new allocation of fiscal, physical and human resources not falling within the annual budget, planning and analysis process and make recommendations to the Executive Team on the approval of such;
8. Educate the campus community on the budget and planning processes; and
9. Communicate processes and results of various CPBAC activities, meetings, and recommendations to all constituencies of the College.

The CPBAC policy and procedures are the responsibility of the CPBAC.

8-Week Advantage Survey Results

Presentation to the CPBAC
Friday, September 27, 2019

Overview

- Comparison of Faculty/Staff and Student 8-Week Advantage survey results
 - Fall 2018 to Spring 2019

Faculty/Staff Survey

- Fall 2018
 - 58 responses
 - 16 faculty
 - 25 adjuncts
 - 17 staff
- Spring 2019
 - 26 responses
 - 11 faculty
 - 8 adjuncts
 - 7 staff

Faculty/Staff Survey

What do you like about the 8-Week Advantage?

37 responses

18 responses

Fall 2018 Most Liked	Spring 2019 Most Liked
1) Shortened time to course completion (41% of respondents)	1) Shortened time to course completion (17% of respondents)
2) Focus on fewer courses (19%)- that either the student or instructor were able to focus on fewer courses	2) Longer class hours (17%)
3) Increased student learning (19%)	3) Students can focus on fewer courses (11%)
4) Increased student engagement (16%)	4) Keeps students focused and motivated (11%)

Faculty/Staff Survey

What do you not like about the 8-Week Advantage?

50 responses

22 responses

Fall 2018 Most Disliked	Spring 2019 Most Disliked
1) Fast-paced for students (20% of respondents)	1) Fast-paced for students (18% of respondents)
2) Grading (18%)	2) Drop in attendance (14%)
3) Students falling behind (16%)	3) Decreased student learning (14%)
4) Having to make course adjustments (16%)	

Student Survey

- Fall 2018

- Survey Respondents

- 273 responses (26% response rate)
- 164 Continuing or Readmitted student
- 58 New or Transfer
- 38 High School
- 13 Other/Unknown

- Population

- 1,057 students took at least one 8-week course
- 638 Continuing or Readmitted
- 265 New or Transfer
- 154 High School

- Spring 2019

- Survey Respondents

- 180 responses (18% response rate)
- 116 Continuing or Readmitted
- 29 New or Transfer
- 27 High School
- 8 Unknown

- Population

- 1,002 students enrolled in at least one 8-week course
- 708 Continuing or Readmitted
- 120 New or Transfer
- 172 High School

Student Survey

What do you like about the 8-Week Advantage?

221 students

122 responses

Fall 2018 Most Liked

1) Shortened time to course completion (28% of respondents)

2) Focus on fewer courses at a time (18%)

3) Ability to take more courses (9%)

4) Shortened time to degree completion (7%)

Spring 2019 Most Liked

1) Shortened time to course completion (31% of respondents)

2) Ability to take more courses (16%)

3) Focus on fewer courses at a time (16%)

4) Increased learning (8%)
Motivation (8%)

Student Survey

What do you not like about the 8-Week Advantage?

216 responses

103 responses

Fall 2018 Most Disliked	Spring 2019 Most Disliked
1) Fast-paced (32%)	1) Heavy school workload/homework (32%)
2) Heavy school workload/homework (31%)	2) Decreased learning (21%)
3) Decreased learning (18%)	3) Fast-paced (20%)
4) Time management challenges (10%)	4) Time management challenges (10%)

Sources

Complete reports can be found through the following links:

[Spring 2019 faculty/staff survey results](#)

[Spring 2019 student survey results](#)

[Fall 2018 faculty/staff survey results](#)

[Fall 2018 student survey results](#)

** Please remember these reports are for internal use only. If you want to share these results with anyone outside of the GFC MSU community please check with the Office of Institutional Research first.*