

Executive Team Meeting Agenda
February 6, 2018 | 8:30 – 10:00 a.m. | Room G2

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, Executive Assistant to the CEO/Dean

Dr. Heidi Pasek, Chief Academic Officer

Dr. Darryl Stevens, Chief Financial Officer

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

Mr. Lewis Card, Executive Director of Communications, Marketing & Development

Strategic Agenda

1. Service Learning/Civic Engagement	Presenter: Mr. Card	ET Lead: Mr. Card
Mr. Card, through his work with Andrea Vernon at Montana Campus Compact and the GFC MSU Service Learning Ad-Hoc Committee, provided suggested service learning and civic engagement surveys and tracking tools. <i>See attachment 1.</i> Mr. Card will request the list of service learning done in the past on campus from the Academic Affairs Office, as well as past civic engagement events from the Student Activities Coordinator to include in the files. This work will begin Summer '18 to establish a baseline. The Executive Team approved moving forward with this survey and tracking process.		
2. Structured Schedule Update	Presenter: Ms. Bonilla & Dr. Pasek	ET Leads: Ms. Bonilla & Dr. Pasek
Input has been gathered from staff as to the needs to move structured scheduling forward. Ms. Bonilla and Dr. Pasek will provide an executive summary with an attached detailed report to Dr. Wolff later this week. It was noted that until a model is created, specific resource needs will not be known. Internal communication about this work is needed. Lew and Dr. Wolff will prepare and present this with input from the ET.		
3. Accreditation Report	Presenter: Dr. Pasek	ET Lead: Dr. Pasek
Dr. Pasek shared a draft of the Mid-Cycle Accreditation Report. The final report is due to NWCCU the first of March, and the visit will take place April 19-20.		
4. Two-Year Leadership Call	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
Dr. Wolff requested feedback regarding Bellwether Community College Pilot project, which will be discussed on Thursday's Two-Year Leadership call. Also noted was a Complete College Montana Momentum Pathways Academy in March. A team from GFC MSU will attend.		
5. Staff Senate	Presenter: Dr. Wolff	ET Lead: Dr. Wolff
The Great Falls College Staff Senate Association has created bylaws and a constitution. Requests made by the GFCSSA include: <ol style="list-style-type: none"> 1. We would like to be recognized as an official association on campus. 2. We would like to participate in the governance in a similar capacity as faculty senate. 3. We would like to have one seat on each of the schools committees be reserved for a classified staff member. 4. We would like one member of the GFCSSA to be sent to the BOR meetings by GFCMSU. 5. We would like to have a link to our association on the GFCMSU.edu governance page. We will keep it updated with our members, senator terms, bylaws, constitution, meeting minutes, meeting agendas, and other pertinent documentation. GFCSSA members will be invited to an Executive Team meeting to discuss more details about the group.		

Upcoming Events

February

- **Symphonic Preview** February 8, 12-1pm, Heritage Hall
- **White Scripts and Black Supermen: Black Masculinities in Comic Books** February 14, 1-2:30, B101

- **MSU's 125th Year Celebration** *February 16-17, MSU in Bozeman*
- **Unpacking White Privilege in Montana** *February 20, 1-3pm, Heritage Hall*
- **No Smile Left Behind/Community Dental Day & Health Fair** *February 24, 9:00 am-3:00pm*

March

- **Board of Regents Meeting** *March 8-9, UM Western*

April

- **Employee Recognition Reception** *April 11, 3:30 pm, Heritage Hall*
- **NWCCU Mid-Cycle Site Visit** *April 19-20*

May

- **Board of Regents Meeting,** *May 23-24, MSU-Northern*

Great Falls College MSU
Tracking Tools
DRAFT

GFC Faculty Service Learning Survey

This survey is designed to document service learning activities of GFC students. All faculty who teach service learning classes are encouraged to complete this survey.

Thank you for your time and contribution. This data is important to track progress in support of GFC's mission and values.

GFC MSU Definition of Service Learning: Through service learning, students and faculty members engage in service to the community directly related to the subject matter being taught in the classroom. Students apply knowledge gained from the course in a community setting for the benefit of others. Student activities are assessed based on the learning outcomes for the course.

1. Faculty Name:
2. Class:
3. Where students served:
4. Month and year students served:
5. Total number of students who served:
6. Total number of hours students served:

GFC Civic Engagement Survey for Faculty and Staff:

This survey is designed to document civic engagement activities of GFC faculty and staff. All faculty and staff who are involved in civic engagement are encouraged to complete this survey.

Thank you for your time and contribution. This data is important to track progress in support of GFC's mission and values.

At Great Falls College MSU, civic engagement is defined as a commitment from an individual or the college to a community, state or national organization or cause through volunteering or advocacy that fosters the success of students, or advances the mission and values of the college.

1. Name:
2. Position:
3. Community Organization:
4. When you volunteered:
5. Total number of hours served: