Executive Team Meeting Notes
November 7, 2017 | 8:30 – 10:30 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

Dr. Heidi Pasek, Chief Academic Officer

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

Ms. Lorene Jaynes, Executive Assistant to the CEO/Dean

Dr. Darryl Stevens, Chief Financial Officer

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

Guests:

Heather Palermo, Lifelong Learning Director

Leanne Frost, General Studies Division Director

Larry Vaccaro, Faculty, Internal Program Review Committee Chair

Ms. Kate Peterson, Faculty

Ms. Jillian Ehnot, Controller

Sandy Bauman, Academic Success Center Director

Dr. Grace Anderson, Research Analyst

Ms. Cynthia Stevens, Faculty

Ms. Dena Wagner-Fossen, Registrar

Agenda

GFC MSU App	**Presenters:** Heather Palermo, Sandy Bauman, Leanne Frost	**ET Lead:** Dr. Pasek

*Notes: **See attachment 1.*

A small group of instructional directors had an idea for a GFC MSU app. They worked with a local media company to develop an app that fits our student population and provides incentives for students to become more engaged in campus. It was noted that this app is different than the app admissions is considering. Startup costs are one-time-only. Upkeep costs are minimal and can be absorbed into annual budgets once a funding source is determined. There will be two separate apps under this single cost – one for credit students and the other for students taking courses through Lifelong Learning.

The app does not violate FERPA regulations. It will fit well into our online presence and our social media can be connected. Ms. Palermo noted that the example behaviors and rewards lists on attachment 1 are not comprehensive. It will be an additional way for Lifelong Learning to keep students updated on changes, new classes, etc.

Timeline – looking at a release date of next fall, as they are currently in the design phase. The media company creating the app will come demonstrate prior to release.

Executive Team will vote on this item at next week's meeting.

NCCBP Executive Summary	**Presenter:** Dr. Grace Anderson	**ET Lead:** Dr. Stevens

*Notes: **See attachment 2.*

Dr. Anderson noted that it depends on how many colleges are participating in a survey to deem its value as a benchmark. The root benchmark product has enough buy in, but she recommended we continue to monitor this it. Dr. Anderson will find the full report from last year to see how we compare to this year.

Strengths:
- #1.   This item does not mean students are actually outside of Great Falls – just taking an online course
- #2-4. There is a higher percentage of error with a survey asking about other survey data

Opportunities:
- #1.   Tuition increased but the regional median income did not increase.
- #3.   GFC MSU's numbers are so small that this number will fluctuate greatly from year to year.

#4.	This is instructor salaries only. Dr. Anderson will find out more on this item to determine how NCCBP is measuring.	

Is there another option for benchmarking? Drs. Anderson and Stevens will research. Ms. Jaynes will locate the list of peer colleges we have used in the past.

Program Review Recommendations	**Presenter:** Dr. Pasek and Larry Vaccaro	**ET Lead:** Dr. Pasek

Notes:
The Internal Program Review Committee reviewed four programs this fall:
- Surgical Technology
- Medical Assistant
- Phlebotomy
- Pharmacy Technician

Recommendations for each program were presented to the Executive Team and will be voted on at the next meeting. This process will be added to IRPC process handbook.

Emergency Response Touch Base	**Presenters:** Mr. Card	**ET Lead:** Dr. Stevens

Notes:
In regards to the lockdown that took place on campus last week at the instruction of the GFPD:

All rooms were secured. Phone communication worked great. The WENS network and social media were overlooked. Heritage Hall had some lockdown issues. Those in the atrium did not know what to do, so a faculty member guided them into the Weaver Library. It was noted that people need to stay away from glass/windows. Also noted was to ensure all on the crisis management team know what channel to tune their radio.

Everyone did a very good job of staying locked down. Dr. Stevens and Carmen Roberts are working on a training for those employees on campus after 5:00 p.m. A faculty training will be developed, as well. It was recommended to hold trainings at the beginning of every semester.

Dr. Stevens will send a timeline to the Executive Team today regarding moving forward with a crisis management plan.

Upcoming Events

November
- **Veterans Day** *November 10, Office Closed*
- **Board of Regents** *November 16-17, MSU in Bozeman*
- **Thanksgiving** *November 23-24, Offices Closed*

December
- **Holiday Concert** *December 7, 7:00 pm, Heritage Hall*
- **Christmas** *December 25, Offices Closed*

January
- **New Year's Day** *January 1, Offices Closed*
- **Martin Luther King, Jr. Day** *January 15, Offices Closed*

February
- **President's Day** *February 19, Offices Closed*

March
- **Spring Break** *March 10-18, Offices Open*

Presentation to ET: Great College, Great Rewards

Purpose: The app would incentivize good student behaviors in order to increase retention, communication, and interaction. Per the conversations about the first year experience, this is about engagement and making connections.

Project Summary: To create a phone app which would do the following functions:

- Track and reward attendance at designated activities;
- Provide rewards for good student behaviors such as registering early, meeting with advisors, going to ASC, etc.;
- Enable push notifications to notify about events, deadlines, etc.; and
- Foster community through social media.

The second app would be for Lifelong Learning and would be a reward system with push notifications for when rooms change and classes are cancelled, etc. Ideally, students would transition from the campus app to Lifelong Learning's app.

Planning Group Participants: Heather Palermo, Leanne Frost, Sandy Bauman, Joshua Archey, Erin Granger, Wayne Breau, Joe Simonsen, Greg Stivers

Who 'owns' this?: It would be co-owned between Sandy and Joshua. Lifelong Learning app would belong to LLL.

Process: Upon applying to the College, students would be encouraged to download the app and receive their first reward for turning on push notifications. QR codes would be created by the 'owners' of the app for different events, activities, and locations. Students would then scan the QR codes to receive rewards.

Example Behaviors:

- Registering early
- Attending student activities: homecoming, Suicide Prevention, going to Service Saturday, Choir events, joining a student club
- Going to the ASC
- Going a to student government meeting
- Meeting with advisor
- Visiting faculty during office hours
- Attending orientation
- Submitting graduation application

Example Rewards:

- Registering a day early
- Free graduation attire
- Bookstore gift certificates – lunch cards
- Free Lifelong Learning class
- Designated parking space
- Future idea – community partner rewards

NCC BP National Community College **Benchmark Project** | Credit & Non-credit

Executive Report for Dr. Susan Wolff

GREAT FALLS COLLEGE MONTANA STATE UNIVERSITY

## Key National Benchmarks – Where Does Your Institution Stand?

Thank you for participating in the National Community College Benchmark Project in 2017. The report illustrates how your college compared to national data, representing 242 community colleges. The full NCCBP report, available online, contains more than 150 benchmarks, including new financial and social mobility measures.

### Full-time Students Completed or Transferred in Three Years
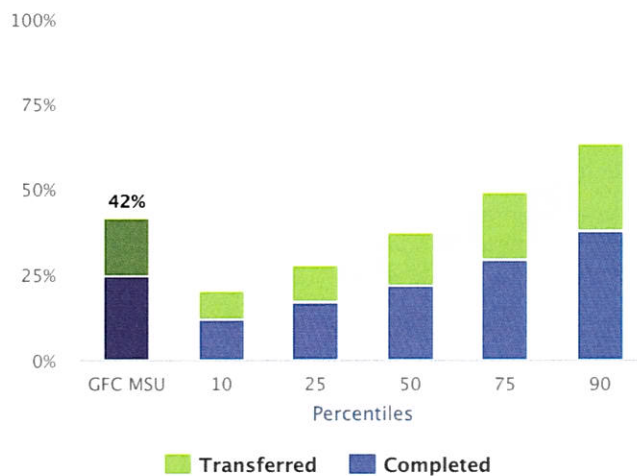
The percent of students out of the unduplicated full-time, first-time, credit headcount from Fall 2013 IPEDS GRS cohort who either completed a degree or certificate before fall 2016 or who transferred to four-year institutions before fall 2016.

### Part-time Students Completed or Transferred in Six Years
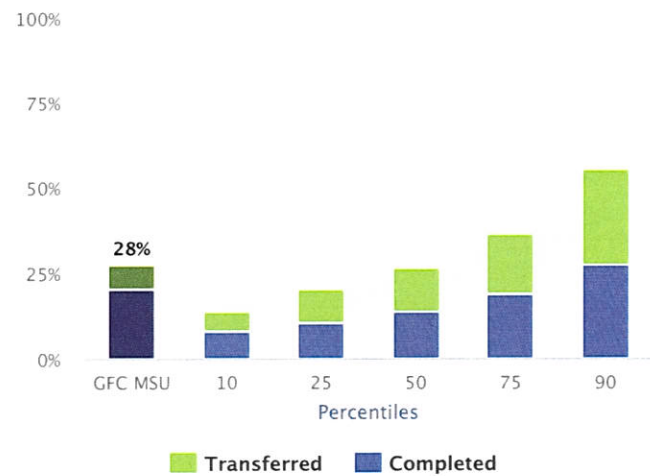
The percent of part-time students out of the unduplicated part-time, first-time, credit headcount from Fall 2011 IPEDS GRS cohort who either completed a degree or certificate before fall 2016 or who transferred to four-year institutions before fall 2016.

Persistence Rate
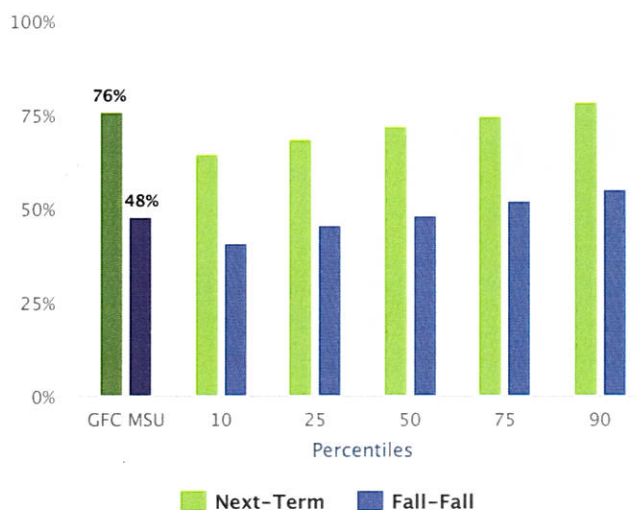
The persistence rate is the percent of Fall 2015 credit students, both full- and part-time, who return to the campus for the next term (usually Spring 2016), or for the next fall term (Fall 2016). This metric excludes students who graduated or completed certificates in the time frame.

Revenue and Expenses per FTE Student
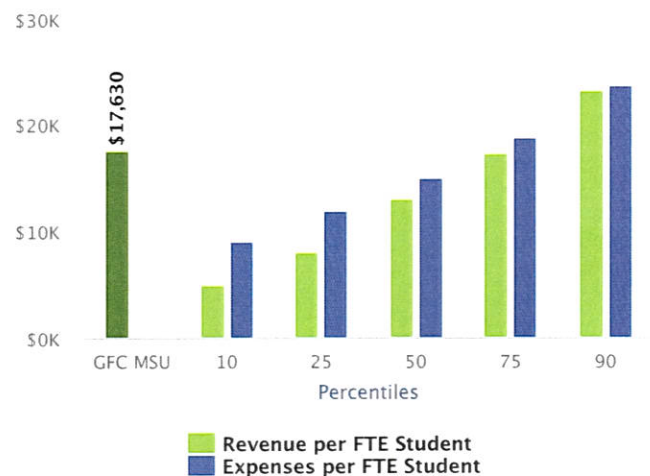
Total revenues per FTE (full-time equivalent) student and Total Expenditures per FTE (full-time equivalent) student
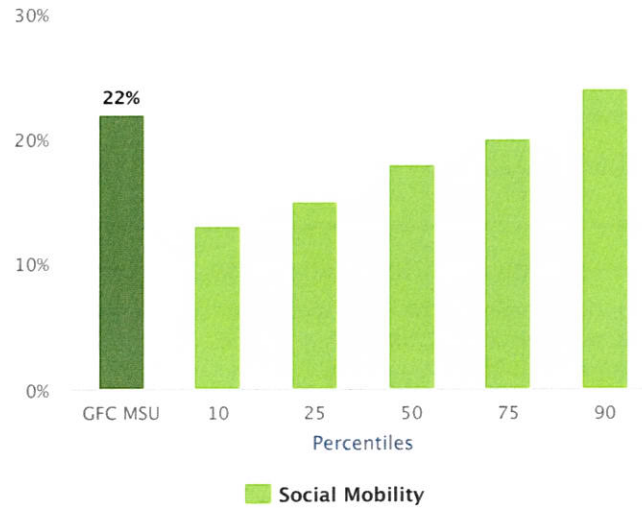
Developmental Completer Success Rate
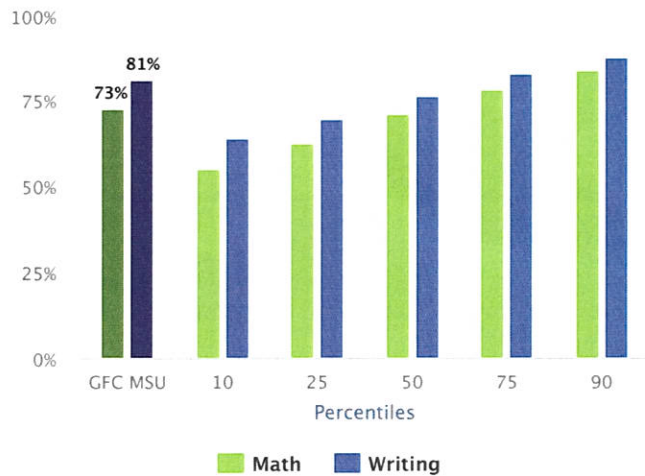
The percent of students, institution-wide, who received grades of A, B, C, or Pass in developmental/remedial math and writing courses in fall 2015.

Social Mobility

The percent of students from the college that moved up two or more income quintiles. Source: Equality of Opportunity Project.

Strengths

The following benchmarks are where your community college performed at its best. The benchmark is followed by the percent rank for your institution.

1. % of Distance Learning Credit Hours of Total Credit Hours
   Your Rank - 93rd Percentile

2. CCSSE Student Effort Benchmark Means
   Your Rank - 88th Percentile

3. CCSSE Support for Learners Benchmark Mean
   Your Rank - 85th Percentile

4. CCSSE Active & Collaborative Learning Benchmark Means
   Your Rank - 85th Percentile

Opportunities for Improvement

The following benchmarks are where your community college may need improvement. The benchmark is followed by the percent rank for your institution.

1. Tuition and Fees as Percentage of Median Service Area Income
   Your Rank - 98th Percentile (Low is better)

2. % of Students that Received a Passing Grade in their First College-Level Writing Course of those that Completed a Developmental/Remedial Writing Course
   Your Rank - 3rd Percentile

3. Ratio of Minority Employees of the Minority Population of the Service Area
   Your Rank - 10th Percentile

4. Instructional Cost per Credit Hour
   Your Rank - 88th Percentile (Low is better)

More Information

Find more information on the NCCBP by visiting our website **NCCBP.org** or by calling or emailing the Benchmark Institute.

Dr. Lou Guthrie, Director
National Higher Education
Benchmarking Institute

Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210
913-469-8500 Ext. 4019
E-mail: **louguthrie@jccc.edu**
Twitter: **@EdBenchmark**

NATIONAL HIGHER EDUCATION
BENCHMARKING INSTITUTE