DEAN’S CABINET MINUTES
WEDNESDAY, JULY 21, 2021
Virtual Meeting
CABINET MEMBERS:

• ☒ Sandra Bauman, Dean/CEO
• ☒ Tammy Burke, Exec. Dir. CTE
• ☒ Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
• ☐ Jessie Pate, Dir. IR/Effectiveness
• ☒ Donna Breitbart, Director of Marketing & Communication
• ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
• ☒ Sarah Dellwo, Exec. Dir. Enrollment
• ☐ Terrie Iverson, Consultant
• ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion
Approve Minutes from 7/7/2021
• Approved

New Marketing Advertising
• Announce the new marketing ads to the MMM.
  o TV, IR, Scripts for Digital TV Streaming.
  o The ads are targeted to traditional and non-traditional students.

Regroup Access and Training
• A Supervisor-on-Call training for timely warning specifics will be scheduled soon.
• Regroup is now updated daily.

ID Days schedule
• Decide what information needs to be provided in video or written formats.
• Faculty:
  o Program Review Process (Up to 30 minutes)
    ▪ Phil Sawatzki & Sandy Bauman
    ▪ Simple introduction to why the process is important to all faculty.
    ▪ Nursing and Metals Technology are the two programs up for review.
    ▪ All faculty must be prepared to be able to speak process well for the next NWCCU evaluation.
    ▪ Next year, ask the faculty from Nursing and Metals to share their program review experience.
  o Assessment Data Base (30 minutes +)
    ▪ Sandy Bauman, Bryon Steinwand, and others.
    ▪ There is still a lot of questions about the data base.
    ▪ Keep the “how to use the data base” and the “why it is important” simple.
      • Use graphics and visuals.
      • Explain the NWCCU process of ad hoc reports and the importance of the assessment reports.
• Explain why HC is seeking the full participation in the data base for accurate and complete reports.
  o The data base records the implementation of the goals and measures the results of the implementation of the goals.
• Include the cycle of assessment in graphics and charts.
• Focus on Pathway IV
  o One of the areas that is lacking is the assessment of student learning as they exit HC. Add this topic to the conversation.
    ▪ SEP will give a four-part workshop on the four essential guidelines for Pathways in October.
  o Accreditation
    ▪ Present the new NWCCU standards.
    ■ Tammy Burke will present them.
    ▪ Discuss the weak areas exposed in the last evaluation.
• Campus Related:
  o Plan a Welcome Back introduction in the new Student Center.
    ▪ Potluck, slide show, and updates.
  o Address the lack of understanding of how to get help if someone feels they were discriminated against.
    ▪ Promote the resources through an awareness campaign but mention the resources in the Welcome Back.
  o SMART Classroom Training.
    ▪ Training for the Donaldson faculty on the SMART Board training and the Trade faculty who have a SMART classroom is scheduled on August 16. Is the training mandatory? (August 16 is a non-contract day)
    ▪ Open the training to everyone on campus who uses the rooms.
      • Include IT, CEC, and adjuncts.
      • Mini SMART Board training is on July 26
      • Add another training during ID Days
  • Possible conflicts during the week:
    o Is there a nursing retreat during ID Days?
    o Orientation is on Thursday, August 26 and Friday, August 27.
    o New Faculty orientation for adjunct and two nursing instructors.

Renting the Student Center – Space Availability
• Room availability is limited on the Donaldson campus.
• 002/003 will not have classes in the fall and is available.
• The APC Lecture Hall is available and has better sound due to the upgraded HVAC remodel.
• Determination: Renting the Students Center
  o The Student Center will not be available Monday through Friday, unless it is an event that includes the students.
    ▪ Health Care Fair, Fresh Check
  o The Student Center will be available on weekends and in the summer.
• Sandy will ask Community Education Center (CEC) to prepare a proposal outlining updated room rental rates, guidelines, and procedures.
  o Research the going rates for room rentals, IT, custodial costs in the Helena area, at other small colleges, and the area high schools.
  o Include charges for IT, cleaning, set up/ break down, and catering.

HEERF III Outstanding Balance Start
• The student portion of HEERF is 1.25M that can be disbursed to students with an outstanding balance from spring 2020 going forward.
• For the fall 2021 term, students will be dropped on the payment deadlines if they haven’t made arrangements with the BO.
  o Anyone working with the student can let these dropped students know there is assistance to help them pay if they would like to re-register for the term.
  o They can complete the deferred payment plan with the BO to secure their spots and make the first payment as a buy-in.
    ▪ The students can then be offered a HEERF Grant to assist with the remaining outstanding dollar amount after the census date.
    ▪ The student is being offered $10 over the outstanding balance, since the offers are to be made in whole dollar amounts. This assists with not needing to create checks for less than $10.
• Auto Award
  o A HEERF Grant will be auto awarded to students across the board for the fall 2021 and spring 2022 terms. There will be differing dollar amounts to assist the highest need students the most.
    ▪ All degree-seeking students, dual enrollment, and continuing education students are eligible.

Ethics Curriculum
• Ethics Curriculum
  o The APC trades instructors are frustrated with their student’s behavior in class.
  o The curriculum offers 12 hours of basic work ethic practices.
  o Students receive a MC3 Certificate.
  o The plan adds one hour per week in the curriculum during the first semester for first year students.
  o APC would like to implement it on a trial basis in three courses depending on the cost.
    ▪ Emphasizes employability skills.
  o Cost update: There is a one-time charge of $5000 to have access to the curriculum and the toolbox. There is also a $400 per instructor for the training the trainer.
• Classroom Management
  o Use a contract and add behavior expectations to the syllabus to control the student’s behavior in class.

Branding Exercise
• The results of the branding exercise are uploaded to the file.
• The recommendations will be presented to the IDEA committee.