

DEAN'S CABINET MINUTES
DECEMBER 4, 2023

Helena College Mission:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

CABINET MEMBERS:

- Sandra Bauman, Dean/CEO
- Kelley Turner, Exec. Director of Operations
- Stephanie Hunthausen, Exec. Dir. CTE & DE
- Valerie Curtin, Exec. Dir. Compliance/Fin. Aid
- Jessie Pate, Dir. IR/Effectiveness
- Mel Ewing, CIO
- Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- Sarah Dellwo, Exec. Dir. Enrollment
- Abigail Rausch Director of Marketing ...
- Cari Schwen, Exec. Director of Retail Services
- Melanie Heinitz, Executive Assistant & Office Manager (recorder)

11/27/2023 No Cabinet meeting

Pre-Read:

- Accreditation Workshop Cabinet Discussion Part 6 20231204
- Fall 2023 Census Enrollment Summary
- Helena College Enrollment History 2002-2023

Mastermind Discussion:

- **Approve Minutes:**
 - Valerie made a motion to accept the minutes as amended and Cari seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:** None
- **SOC Update:** None
- **CARE Updates:**
 - Stephanie's phone number is not forwarding SOC calls to her cell phone. Cari had a few ideas: add the SOC number to her favorites and save it. Mel will have her test it today.
- **SEP:** None
- **State of the College Final Agenda:**
 - One correction, Abby will build a template in PowerPoint template and make a PDF.
- **Canva update:**
 - Many individuals took the poll. This will be the last week in MMM.
- **HVAC Office Move Plan:**
 - Office moves – The Old IT help desk will be used for the Business Office.
 - Access to Success is completely moved out.
 - This week the following areas are moving.
 - The Fishbowl conference area – will be moved to the Adult Learning Center (ALC) center area, and the ALC will be moved out by the end of the week.
 - Kelley on the main floor by the library, Mary Twardos in the ASHC office, Jessie upstairs, and Cari upstairs, the business office will need to be closed for one day to facilitate the move.
- **NWCCU Standards Review: 1.D.1, 1.C.8**
 - 1.C.8:

- CAEL-statewide efforts to support assessment.
 - CIA used by UM(Western) – AI transcripts evaluations. Cooperative language in the contract – lower on the list for us.
 - Out-of-state articulation is not a priority for us.
 - Finishing Trades – will be a test case of credit for prior learning.
 - 1.D.1
 - Social media campaigns targeted commercials.
 - Information Sessions – mixed results, campus-wide are good, one-offs not so much, Interest career panels.
- **Fall Enrollment Summary:**
 - The Enrollment summary: no Access students in our headcount. Students are taking more credits. Jessie also put in a national comparison. 99 high school students are taking college credits. Fall to Fall retention is looking good. 48-50 students taking Quottly courses, mainly our students are taking science courses. Our math courses are highly popular. Jessie will add East Helena High School to the fall 2023 Enrollment Summary. This year is not a full picture as it is only showing applications from June forward. Other students placing applications before June were not being counted. Meta Majors will help with tracking as students transfer into the college.
 - Modalities – online courses – counting any opportunity where they can show up on campus.
 - Hyflex is fully online. There needs to be some clarification. Jessie and Val would like better communication and definition. VA benefits are tied to reporting online or personally attending on campus. Question: If a student must be attending on-campus.
 - Every year VA certified: The schedule does not show a room number.
 - VA number must be online – clarify with Robyn’s information
 - Form Name in Banner
 - Truly online is any Asynchronous classes. O & H – Online, V attached in-person, Blended part Asynchronous and Synchronous
 - Pre-reporting: Nursing LPN is AS-coded at pre-nursing.
 - Pre-cosmetology pulled out of number for coding.
 - Taking pre-tech students out of the Gen. Ed grouping. Personal Care Services and Trades.
 - Accreditations:
 - Meet with an advisor before omitted, advance communication
 - Get omitted – fall usually good
 - Omitted for Nursing, Cosmetology, and maybe others
 - Trades have good attendance – cohort’s specific portions
- **AI Innovation Symposium at UM Jan 16**
 - Kelley (driver), Sandy, Jessie, and Mel traveling from Dillon