

DEAN'S CABINET MINUTES
JANUARY 22, 2024

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)

12/11/2023, 12/18/2023, 01/08/2024 No Cabinet meeting & 12/25/2023, 01/01/2024, 01/15/2024, Holiday Cabinet Planning Meeting Held: 01/04/24

Pre-Reads

- **Accreditation Workshop Cabinet Discussion Part 7 20240122**

Mastermind Discussion:

- **Strategic discussion (8:30-9:00) - Budget training for cabinet**
 - July 1, 2023, to June 30, 2024 revenue snapshot
 - COT notes College of Technology
 - Revenue exceeding over-budget projections
 - Dual Credit OTO Fund: Scholarship Fund & 1, 2 Free Fund
 - Revenue Sources: 73% General Fund Appropriation
 - Grant money requested for the next overview meeting
 - Personnel sources Axiom report not yet complete (by UM)
 - Cost of Personnel – Fee Pot / Grants / Personnel from CUR
 - TRIO / MT10 (MT10 one-time only OTO)
 - Motorcycle Program money is separate
 - Halfway through the personnel budget
 - Recommendation to move some excess revenue into the retirement fund
- **Approve Minutes from 12/04/2023**
 - Mel made a motion to accept the minutes as read and Kelley seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates**
 - Adjunct paperwork held by HR until scheduled to teach
 - Abby Social Media Manager hired – short-term three-month trial
- **SOC Update:**
 - **New updated SOC Calendar Posted**
- **CARE Updates:**

- Incident Reports Submitted: 5
 - 3 separate reports from APC, all 3 were forwarded to Sarah as these were not CARE in nature.
 - *1 of the three has the potential to become CARE, I connected with his advisor and will send a student life outreach with additional resources and an invitation to schedule. Not a CARE case at this time. Personal illness/not attending class/car not starting.
 - 2 reports from DON for the same student, 1 CARE Case Opened
*highly distressed, also referred to as Title IX, personal distress/medical.
- CARE Team meetings are scheduled for the Spring semester, 2 per month (90 minutes each). The first meeting will be on January 31.
- Maxient Training will be offered in February (schedule TBD)
- State Drive-in scheduled for BIT certifications, Missoula May 22-24. This is essential and will include NABITA certifications. Emily will work with Val and the PD funding committee to arrange for CARE Team funds.

Care update review: It is nice to know if it is the same student.

Maxient Training: Care Team Training Faculty at APC is scheduled and DON Faculty needs to be scheduled.

Care Team needs Updates on the Website

- **Mileage**

- From MOM's Manual: An employee may claim mileage expense at the appropriate rate if they use their personal vehicle for transport between different daily work sites. Mileage claims are not allowed for commuting between home and headquarters at the beginning or end of a workday, or for a non-compensated break in the employee's workday.
- Employees will work with their supervisors on travel and mileage claims. Employees can use the HC Equinox. The Business Office will address mileage with policy and procedure. Adjust language in the job postings, and build in the SOP manual. State policy notes employees can claim mileage. Traveling to the Airport Campus: 1) strategic planning by departments for travel between campuses to minimize the number of trips between campuses where possible, 2) build into the department budget, 3) use the Equinox if it is available. Kelley will present a revised policy.

- **NWCCU Standards Review: 1A1, 1C5, 1C7**

- 1.C.5

Clearly identified faculty responsibility for curricula, student learning, and instructional improvement

- CCN faculty subject matter experts set outcomes and determined rigor
- ASCR is faculty-led
 - Manual needs to be updated – some quick fixes AND a more comprehensive update
- NEED TO DOCUMENT ASSESSMENT RESPONSIBILITIES OF FACULTY
 - Check Senate bylaws
 - Process + Responsibility
 - Assessment page of IR site?
 - Assessment manual?

An effective system of assessment of the *quality* of learning

- Advisory boards – qualitative
- Database – quantitative
- Licensing/industry exams/certifications
- Work plans?
- Plans to implement

- 1.C.7

The results of student learning assessments are used to inform and improve academic programs.

- Documentation of changes in academic area work plans and academic program reviews
- Joyce does work here
- Database reports/screenshots from BS

Results of student learning assessments are used to inform learning support practices

- Embedded tutoring grew out of co-requisite support (writing lab)
 - Any other communication between tutors and faculty about student learning?
 - Academic program/pathway information sessions – e.g. “helpful for students to know “xyz” coming into a program” or “these courses are extra challenging in this way”
 - Joyce does a lot of work in this area – SB to reach out
- **AI Innovation Symposium at UM Jan 16 Report - Deferred**
 - **Upcoming Non-Academic Program Review Meetings**

The Cabinet will first review then the program being reviewed will come to the Cabinet meeting to discuss and answer any questions.

 - **January 26:** Final program reviews due
 - **February 5:** Deadline for Cabinet to read Library Learning Hub and Student Life program reviews, will discuss and prepare questions for each in the meeting
 - **February 12:** Library Learning Hub and Student Life program directors come to Cabinet to discuss reports (will finalize times for each as the date approaches)
 - **February 26:** Deadline for Cabinet to read Community Education Center, eLearning & Faculty Development, and Special Retention Initiatives program reviews, will discuss and prepare questions for each at Cabinet
 - **March 4:** Community Education Center, eLearning & Faculty Development, and Special Retention Initiatives directors come to Cabinet to discuss reports (will finalize times for each as the date approaches)