HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
OCTOBER 28, 2024

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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.

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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 Fiscal Services
- ☒ **Paige Payne,** Executive Assistant (recorder)

Pre-Read:
- **Policy 100.5 Final**
- **Dean's Cabinet Goals**

Mastermind Discussion:
Strategy Time: (3:30-4:15) JP
Annual Plans
Annual Plan Breakdown Summary:
- The quality of the plans has increased from last year and the goals are clearly understood. Alignment is very good. The training has helped tremendously.
- There was an increase in the stewardship goals because stewardship was emphasized campus-wide in AY24.
- Equity
  - No goals written for EQ-3 this year. Many say the wording to demonstrate a "campus-wide commitment" makes it difficult to write to. IDEA should consider reviewing the wording.
  - Only one goal was written for EQ2. Most annual plans aligned similar goals to impact rather than equity.
- The overall goal count is lower this year because the annual plans asked for 1 to 3 goals instead of 3 to 7 goals.
- In the past 2 years, 50% of the goals were completed and 16 were not completed at all.
  - In AY2324, 54% of the goals were completed and 17 were not completed.
    - The completed and not completed percentages have been consistent in comparison.
    - Should IDEA ask the authors why they are not completed? The reasons may vary.
    - Suggestion: Use a check box to help the authors identify why the goal is not completed which will capture measurable data, especially to highlight resource allocation which was emphasized in the NWCCU feedback during the evaluation.
      - IDEA will review the past 2 years for common reasons the goals are not completed.
      - Suggestions: Insufficient resources, insufficient personnel, external cause.
- So far, the 2425 annual plans are on track.

SOC Update: None

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CARE Updates: Reviewed.

Implicit Bias Training (IBT) (SB)
- Faculty and staff want to learn more about how best to serve/teach different populations of students; FirstGen, students who are parents, etc., and Implicit Bias Training (IBT) to help them interact with their students.
- Ask TRIO to organize an IBT session for the faculty and a session that includes different student population groups as speakers. This would be the most impactful way to help faculty.
- Check SafeColleges or LinkedIn Learning for Implicit Bias Training webinars also.

Next steps on committee review. (SB)
- Policy 100.5 is final and posted.
- How are the committees, councils, workgroups, and taskforces going to comply to Policy 100.5?
  - Workgroups do not keep minutes. The Academic Leaders will evaluate and document the workgroups on campus
- **Action:** Start an inventory of who leads the committees. Each committee should be tied to a Cabinet member and if not, decide who will lead the committee. Each committee/council will be asked to comply with Policy 100.5.
- Agenda item for the November 4 meeting: Organizational chart and inventory of the committees and councils.

Review of Dean's Cabinet Annual Goals (SB)
- Goal 1: In progress. KPI review has been added to the calendar.
  - Looking for trends and at peer institutions.
  - Add a KPI summary at ID days in the spring.
  - Add KPIs to the MMM. One per session.
- Goal 2: Develop an institutional planning cycle.
  - Start a virtual calendar.
  - In November the Cabinet will start to record events and tasks that happen monthly to start to create a virtual calendar for institutional planning. An example is the reminder to start the Professional Excellence Award nominations at the end of October.
- Goal 3: Doing very well on shared governance and committee structure.
  - Policy 100.5 is final and posted on the website.
  - The next step is to work with the committees and councils to comply with Policy 100.5