

DEAN'S CABINET MINUTES
THURSDAY, SEPTEMBER 17, 2026

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:

Table 1: Cabinet Members

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| • ☒ Sandra Bauman , Dean/CEO | • ☒ Robyn Kiesling , Exec. Dir. Gen Ed & Trans |
| • ☐ Kelley Turner , Operations | • ☒ Sarah Dellwo , Exec. Dir. Enrollment |
| • ☐ Stephanie Hunthausen , CTE & DE | • ☒ Abigail Rausch , Director of Marketing ... |
| • ☒ Valerie Curtin , Exec. Dir. Compliance/FA | • ☒ Cari Schwen , Exec. Director of Fiscal Svc |
| • ☒ Jessie Pate , Dir. IR/Effectiveness | • ☒ Paige Payne , Executive Assistant (recorder) |
| • ☒ Lee Fossum , Exec. Dir. IT & Banner Admin | |

Mastermind Discussion:

CARE Updates: Reviewed

Enrollment Non-academic Program Review:

- Discussed the plan.

Commissioner's Directive on Generative AI Adoption & Use

- Adopt a campus level procedure.
 - The guidelines should include the following:
 - Incorporate the 8 MUS Core Principles for AI Use
 - Data privacy and security
 - Transparency and accountability
 - Bias awareness and mitigation
 - Human discretion
 - Protection of intellectual property
 - Academic integrity
 - Restricted uses
 - Use of approved and non-approved tools.
 - Adopt campus level essential practices
 - Two sections
 - Procurement
 - Instruction & research
 - Collaborate with OCHE on system-level AI initiatives.
 - Next Steps:
 - Procurement workgroup chaired by Cari Schwen.
 - IT will review security risks and items
 - Fiscal impact, software procurement/security will require UM involvement.
 - Determine fee allocations and funding sources.

Commissioner's Directive on Generative AI Adoption & Use Continued:

- Instruction and research workgroup chaired by Kim Feig, Faculty Senate President.
 - The group will include representatives from the faculty senate, dual enrollment, LLH, and eLearning.
 - Define how AI is being used.
 - Determine what is safe to share and what is not.
 - Living guidelines, include approved AI systems, must use human decision about a student, faculty guidelines, and FERPA implications.
 - How do we ensure we are following good practice?
- An update is due mid-October.
- A special email will be sent out as a reminder about ethical use of AI and FERPA restrictions when using Chat GPT. Include the four ethical goals in the information and link to the documents.

Review Draft Assessment and Planning Calendar

- December 14, 2026 is the date for the mid-year planning session.
 - Agenda: financial check in, IAP, new personnel requests, and fee priorities

Website:

- Committee minutes need to be available on the new website for two years for transparency and to follow Policy 100.5.
 - Create a naming convention for the minutes.