

**YEAR THREE AD HOC
SELF-EVALUATION REPORT
ON RECOMMENDATION #2**

HELENA COLLEGE UNIVERSITY OF MONTANA

Helena, MT

February 24, 2015

Prepared for Northwest Commission on Colleges and Universities

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INTRODUCTION

On July 31, 2014, the Northwest Commission on Colleges and Universities (NWCCU) informed Helena College that, based upon its Year Three evaluation findings, we were substantially out of compliance with Commission policy relating to Department of Education Regulation 34 CFR 602.20, regarding the need for a comprehensive policy on the credit hour. Accordingly, we were instructed to take steps to remedy the situation within the required two year time frame and report back to NWCCU by not later than March 2, 2015, on our progress. Specifically, the July 31st letter and a follow-up letter from the NWCCU dated October 17, 2014, we were asked to submit an Ad Hoc Self-Evaluation Report with no visit regarding Recommendation #2, shown below, from the Year Three visit findings. Helena College is pleased to report that we have adopted and implanted a College Credit Hour policy, as described in this document.

RECOMMENDATION #2

The evaluation committee recommends that the College complete and implement a Credit Hour Policy (Standard 2.A.12).

CAMPUS REPORT

Helena College has formally adopted and implemented a [Credit Hour Policy](#) that describes the underlying rationale and background for the policy, the definitions of both seat-time based and alternative format based credits, and details the role and responsibility of College entities to uphold the policy.


For many years the College's Academic Standards and Curriculum Review committee ([ASCRC](#)) which is a sub-committee of the campus Faculty Senate, has maintained a working procedure that governed the amount of required seat time to be associated with various types of credit (such as lecture credits, lab credits, "shop" credits for some of our trades programs, and clinical credits in health-related fields). As is true of many institutions, this procedure was based upon the norms of the so-called "Carnegie credit." ASCRC has consistently required all courses at the College to adhere to these definitions. As a working process, the ASCRC also required courses that did not conform to normal seat time expectations (such as internships, fully online courses, etc.) to demonstrate that the amount of time students would spend in total would closely *approximate* the amount of time spent in seat time based courses.

Led by the ASCRC, a more formal Credit Hour Policy was drafted and initially approved in October 2014. The draft was then reviewed by campus Leadership at its regular meeting in [November 2014](#). It was then circulated to the College Council in [early December 2014](#). As the general governance body of the College, it reviewed and initially considered the policy for approval. Next, the policy draft was circulated to all campus constituents for review and feedback. Upon completion of the review period, the policy was adopted by campus leadership and was simultaneously implemented in January, 2015.

Division chairpersons, academic leadership, and faculty through their participation in ASCRC are all aware of and fully implementing the Credit Hour policy as written.

APPENDIX 1 – HC POLICY 200.5 CREDIT HOUR



Policy Number: 200.5
Policy Title: Credit Hour
Subject: Section 200 – Academic Affairs
Date Adopted: January 15, 2015
Date(s) Revised:
Approved by: 

Daniel J. Bingham
Dean/CEO
Helena College University of Montana

POLICY STATEMENT:

The United States Department of Education requires that each institution develop a written credit hour policy that defines what constitutes a credit hour of instruction at the institution. Helena College uses either “seat time” or “competency based” criteria to define what constitutes one credit hour of instruction. See the attached definitions and procedures for the details of how the criteria are applied/evaluated.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations; with Board of Regents’ policies and procedures; and with The University of Montana’s policies and procedures.

Background on the Need for a Credit Hour Policy

The United States Department of Education requires that each institution develop a written credit hour policy that defines what constitutes a credit hour of instruction at the institution. The basic definition of a credit hour is outlined in the Federal Register (75 FR 66832 p. 66946):

...a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. *One (1) hour¹ of classroom or direct faculty instruction and a minimum of (2) two hours of out of class student work each week for approximately (15) fifteen weeks for one semester ..., or the equivalent amount of work over a different amount of time; or*
2. *At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including internships, practica, studio work, and other academic work leading to the award of credit hours.*

Process

The U.S. D.O.E. has authorized regional accrediting bodies (such as the Northwest Commission on Colleges and Universities) to ensure institutions are in compliance and to review and approve their credit hour policies. At Helena College the *credit hour* is used as a unit of instruction to quantify student learning. Under its authority as a subcommittee of the Faculty Senate, the Academic Standards and Curriculum Review Committee (ASCRC) is charged with ensuring that all courses offered are in compliance with this standard.

All current courses offered by the College have been reviewed by ASCRC and found to be compliant. All future courses proposed must demonstrate compliance with this policy by adhering to one of the definitions shown below.

Definitions:

1. Traditional, Seat-Time-Based Approach

The credit hour is defined as a minimum of three student learning hours of a specified type each week during a 15-week (minimum) semester. Using a seat-time approach, one **lecture** credit of instruction is approximated by 45 hours of combined direct instruction (counting an hour of direct instruction plus 2 hours of independent student preparation/work each week).

Similarly, using a seat-time approach, one **lab** credit of instruction is approximated by 45 hours of combined direct instruction (counting 2 hours of lab time plus 1 hour of student preparation/work each week).

Using a seat-time approach, one **clinical** credit of instruction should be approximated by 45 hours of direct instruction, with 2 hours of outside student preparation/work to occur per credit.

Finally, using a seat-time approach, one **shop/clinical** credit of instruction should be approximated by 45 hours of direct instruction, with minimal outside student preparation/work to occur.

- If the learning experience is offered in a different time frame (e.g., six-week summer session), the student time required to complete the course should reasonably approximate 45 hours of combined direct instruction and student work per credit.

¹ One hour is not necessarily intended to represent 60 minutes of instruction in this context. This was noted in the Federal Register (Vol. 75, No. 209, p. 66846), "We believe that it is unnecessary to define one hour as either 50 minutes or one clock hour..."

- If direct instruction is not the principal mode of learning for an academic experience (e.g., internships, studio work, some on-line courses), the student time required to complete the course should reasonably approximate 45 hours of student work per credit.

2. **Alternative, Outcomes-Based Approach**

While it is rare at Helena College, credit may also be awarded for an amount of learning “equivalent” to learning in a seat-time-based course as documented by intended learning outcomes and verified by assessment of student achievement.

Example: A traditional three-credit course (3 lectures plus 6 hours of on-their-own student work per week) is converted to a competency-based course. Since the course learning outcomes are identical for the two modes of delivery, students successfully completing the competency-based course would be awarded three credits. Successful completion of the competency-based course would be documented by direct assessment of student accomplishment of the course learning outcomes.

When there is no equivalent seat-time-based course for comparison, the equivalent effort required for the proposed number of credits must be established by the instructor when the new competency-based course is proposed. The equivalency will be reviewed and must be affirmed by the ASCRC before the course is approved.

APPENDIX 2 – ASCRC

http://umhelena.edu/campus_facilities/committees/ascr/default.asp

Academic Standards and Curriculum Review Committee

Our Mission:

The ASCRC is established by the Faculty Senate (Senate) to:

- Conduct a continuing study of the academic standards and curriculum of the College
- Review and recommend action to the Senate for all proposed alterations of academic programs
- Make recommendations to the Senate regarding academic standards

The functions of the ASCRC are:

- Facilitate the planning, development, delivery, and evaluation of the courses and programs offered by the College
- Ensure the integrity of the College curriculum by communicating its goals, purposes, and outcome measures with consistency, clarity, and efficiency;
- Promote the continuous improvement and enhancement of the College curriculum through dialogue and collaboration with external and internal constituents of the College;
- Provide faculty with a system that contributes to the effective and innovative delivery of skills, knowledge, values, and inspiration;
- Provide a path/direction for the approval of curriculum.

Forms

- [New Course Form](#)
- [Course Inactivation Form](#)
- [Course Revision Form](#)
- [Diversity Criteria Form](#)
- [Honors Criteria Form](#)

ASCR Members

Tammy Burke
Sarah Dellwo
Della Dubbe
Tod Dumas
Kim Haughee
Tia Kelley
Robyn Kiesling
Valerie Martinez
Denise Runge
Sandra Sacry
Jennifer Schade
Shaun Scott

APPENDIX 3 – NOVEMBER 18, 2014, LEADERSHIP MINUTES



SENIOR LEADERSHIP TEAM

Minutes

Dean Bingham's Office – 11/18/2014

- In attendance:
- Daniel Bingham
 - Denise Runge
 - Russ Fillner
 - Elizabeth Stearns-Sims
 - Kim Worthy
 - Michael Brown (via phone)
 - Summer Marston (recorder)

Human Resources

- Maintenance closed 9th, interviewing this week. 8 for PT, 12 for FT, some overlap.
- Accounting instructor, reviewed 3rd, open until filled, 7 applications. Will be forwarded on. Some good ones. For fall unless they can start in spring. Spring has planned coverage.
- Computer support specialist closed on 6th. Waiting for resumes to schedule interviews.
- Equipment Tech first review 6th, five applicants. Two more to be interviewed. Open until filled. Current employee there until December 31. Russ will work with him to make sure procedures are recorded. Retail services should be included on committee that is evaluating this position.
- Business office position will be posted as soon as Russ approves. Looking at potential temp.
- Admin at AP will be going out.
- Financial Aid specialist will be going out.

Other HR

- MUS HR meeting with OCHE, all classified pay plan bottom numbers on ranges were increased by 2% as of Nov 1. Will be adjusted on three positions going out.
- Spring adjunct letters going out. HR involved in all hiring.
- Discussed socialization concerns. Ensure work getting done.
- Discussed employee injuries. Some downtime with surgery.
- Ensure facilities staff safely handling winter snow removal. Discussed temp staff, call-in basis, or a service. Use push snowblowers to do stuff around the building, better than shovels. Two at AP campus, one could be brought to Donaldson.
- Discussed coveralls, prerequisites, etc. Denise will look at what course coveralls should be assessed to. Fees were charged by program, not course. Fees need to be reassessed. Fee covers washing coveralls and rags.
- Discussed ensuring enough courses offered to improve FTE. Academics ensuring classes are covered before putting on the schedule. Looking for instructors to complete second sections, especially with math, writing, HR, etc. Delicate balance. Some students concerned about only hybrid math, but TAACCCT-related and had to include EdReady. Working to redesign technical writing to focus on computer literacy and reading strategies for trades programs.
- Email from Ed Binkley regarding time/effort, tracking grant work. Most grant funded are 100% grant funded. Need payroll tracking set up before TAACCCT IV kicks in. For now, all related to TAACCCT IV being tracked on calendars. More important for VI than III. Will need some designation, half-hour blocks. Make sure auditable.

Performance-Based Funding

Task force discussion allocation and how funding would happen with residuals. Leadership asked to plug in numbers to see how would change funding. Have to have completion, retention and DE. Two-year rotation. Discussed options for funding not used. One suggestion was to put money into scholarship fund for any student at any institution, reps from each institution, flat dollar amount for need-based students only, not merit. Students could apply for any institution. Other option discussed looking back a year later and reassessing to give a percentage based on improvement. Possibility for lowering 1% growth per year was discussed, capping at 80% retention rate. Still much discussion needed. Also discussed how funds being distributed to institutions such as Gallatin and Bitterroot. PLA task force going to put forward five-year and two standard deviations.

Governor's budget requests that all new funding to higher ed be PBF, heavily attached to DE. Governor suggestion getting 50/50 raise, no present law adjustment.

Revisit Advisors contacting students with high debt load

Asking advisors to visit with students that have high debt. Some faculty, especially with classes that high debt common, have been having discussions. Nursing debt accumulated in pre-nursing advising is being addressed with changes. Part of the problem is students changing programs, changes credit load. Few change in trades because so prescriptive. Financial Literacy and Default Prevention needs to be more embedded into curriculum, to be part of what is covered on recurring basis.

Budget Mod

Auto program petroleum based solvent in washroom caused headaches. Put in solvent tanks. Discovered after that now will have recurring cost of \$1200/tank per year in replacement solvent. Can mitigate loss during summer months. Student health and safety issue. Discussed if using petroleum based cleaners elsewhere. Diesel? Denise will look into necessity or if could be done in another area to avoid the issues. More diligence needed before installing processes. Discussed distiller system to distill existing product, but some concerns because 'stinks worse' after.

Dunwell Report

Civic TV show, looking to film in early December or later, talking about working with industry, transition to 4-year, certain areas of institution. Maybe highlight specific group – veterans. Academic issues. Leadership asked to send ideas to Summer and she will contact Mr. Dunwell.

Institutional Meetings prior to spring start

Discussed possible trainings/meetings before spring. Krista and Ben training from advising standpoint, by division. Discuss changes in purchasing with trades faculty. Some overriding things from business office. Emergency action plans, emergency preparedness (looking at training). Meeting info needs to go out to campus. Go through Strategic Plan update, booklets for personal interaction with plan, set goals, update progress, making connection to MSMP. Bring everyone in institution together, needed for accreditation. Assessment after set goals. OSHA training will be 10-3 both Thurs and Friday (8th and 9th). Right before school is during registration. Discussed end of semester instead, easier for student services. Last day of classes 12th, grades due two days later. Plan institutional meeting for 1-4 pm on 12/16. Some training can also be done at the end of the year.

Alcohol.edu

Need to decide as an institution if HC alcohol.edu requirement to register, maybe try in spring. Becomes HC penalty as students cannot re-register if they don't take it. Two parts. Students can opt out if they can show cause. Shows how to be an active bystander. First few questions off-putting to some younger students and their parents. More information than training.



Lockdown Proposal

Russ reminded Kim that the safety committee needs to provide a lockdown proposal by end of December.

On Campus Theft

Had discussed changing lock times on AP campus, nothing done yet. Denise will send times to Russ, Russ will put into effect. Faculty in agreement. Instructors discussed with classes, students expressed concern. Students will call if they need let in after the doors are locked. Discussed video cameras, wouldn't stop but would be able to prosecute. Extreme investment in equipment. One exit on Donaldson for monitoring snow conditions. Any classrooms not in use should be locked. Locking classrooms affects maintenance ability to do their jobs. Most people closing and locking doors. Those who know they are last for the day know to pull the doors closed. Chemistry and biology always locked unless instructor there. Russ will check with Jeff to make sure everything cabled in computer labs. Emmett Coon and Karen Raphael-Conley's rooms are locked when not in use. Nursing faculty lock and unlock as needed. Need to pay extra attention during holidays. Russ and Matt will discuss locking classrooms at appropriate times. Fire-bay lock getting jimmied, need a "no re-entry" sign on door.

Student Life and Enrollment Management

Moved to later meeting.

Final Call – Holiday Leave (employee leave)

Ensure requested in advance. Notifications give notice since so many areas are one-person deep. Discussed recurring leave on Fridays / Mondays. Process of sick leave before/after holiday is that an employee must provide doctor note. Denise will be gone 12/29 and 12/30. Elizabeth will be gone 12/29, 12/30, 1/2.

Legislative Update

Same as before. MUS solidarity. Cannot use college resources for lobbying. Faculty and community members who want to lobby on HC behalf must carry forward only as an individual, not as rep of institution. Can direct legislators to Bill Johnston for info. Bill will provide updates on a regular basis to forward to leadership. Legislative events being planned, more info to follow. Unsure of date for MUS presentations to legislature.

BOR Attendance

Russ not attending, staying at HC. Denise and Elizabeth attending Wednesday, returning Thursday. Car reserved, Elizabeth driver, Denise may ride back with her. Russ will monitor from HC via live stream.

Birthday Club

Summer will send summary to leadership to pass on to areas. Discussed overall morale policy that Kim was looking into.

Policies

- **200.5 - Credit Hour (initial draft to forward on to College Council)**
NWCCU recommendation for credit hour policy, defined credit hour and what competency based. Everything else ASCR oversight. Policy developed in ASCR with participation from faculty and registrar's office, follows definitions in course bank. Delineates how credit will be awarded. Modeled after MSUB. Definitions of seat time, how competency-based will be determined (last paragraph). Learning outcomes will be submitted to ASCR for review. Needs some work. Should be policy and procedure only. Remove instances of *should*. Carnegie definition 50 minutes = 1 hr. May need to clarify in policy. Course approval policy already in place, perhaps reference. Meant to be informative rather than research. NWCCU suggested reference Department of Ed. There is no industry standard, circular logic. HC components are there, remove what others are doing. Procedure should be how HC defines it, measures it, maintains

quality. If ASCR needs more, can provide guidance and definitions to below it. ASCR reserves the right to make changes as needed. Denise will revise and send back to Leadership today for feedback.

- **700.3 - Department Security Contact Policy - DRAFT (2nd review ends 11/24)**
Review ends 11/24. If no comments, official.
- **700.4 - Blocking Network Access - DRAFT (2nd review ends 11/24)**
Review ends 11/24. If no comments, official.
- **700.5 - Guidelines for Use of Network Data Reports - DRAFT (2nd review ends 11/24)**
Review ends 11/24. If no comments, official.
- **700.6 - Web Standards - DRAFT (2nd review ends 11/24)**
Review ends 11/24. If no comments, official.

Professional Development

Discussed PD request to be paid entirely trained from SBDC training budget. 50% from SBA, 25% from state. December 14. Fed \$48k personnel and indirect, Montana portion \$12k covers personnel and fringe, host match to cover all fringe travel supplies and other direct charges for \$25k. This is HC matching piece. Right now, all matching coming out of CE budget, unless it goes to PD. Doesn't need to come to leadership if PD.

Old Business

- *Kim will contact Val M for volunteer form.*
- *Kim will get Accounting Faculty position to Denise today.*
- *Kim will work with Sodexo to make sure maintenance have breakfast during winter months.*
Done.
- *Kim and Denise will meet with Mary to discuss ACA and how it will affect CE.*
Done.
- *Denise will look at ASCR minutes to see if every course is challengeable.*
- *Elizabeth will ask Val about using book vouchers for non-educational expenses.*
- *Russ, Denise, and Elizabeth will meet to discuss AP Parts changes for Fall 2015, bring back to next Leadership.*
Denise will set up.
- *Memo will be sent out regarding Sodexo.*
- *College Committees: Student Life (Enrollment Management) deferred to next Leadership.*
- *Put together committee for NWCCU Ad-Hoc Self-Evaluation Report, Denise will chair and will notify NWCCU.*
- *Denise and Mary will give Dean Bingham a statement to share with OCHE and UM to delineate HC involvement with Community Veterans Advanced EMT program (CVAEMT).*

Deliverables

- Fees need to be reassessed.
- Need payroll tracking set up before TAACCCT IV kicks in.
- Denise will look into possibility of automotive solvents being used in another area.
- Leadership was asked to send ideas to Summer and she will contact Mr. Dunwell.
- Plan institutional meeting for 1-4 pm on 12/16.
- Denise will send new Airport Campus door lock times to Russ, Russ will put into effect.
- Russ will check with Jeff to make sure everything cabled in computer labs.
- Russ and Matt will discuss locking classrooms at appropriate times.
- Need a "no re-entry" sign on fire bay door.
- Student Life and Enrollment Management moved to later meeting.
- Summer will send Birthday Club summary to leadership to pass on to areas.
- Discussed overall morale policy that Kim was looking into.
- Denise will revise Credit Hour Policy and send back to Leadership today for feedback.

APPENDIX 4 – DECEMBER 9, 2014, COLLEGE COUNCIL MINUTES



COLLEGE COUNCIL Minutes Lecture Hall – 12/9/2014

Bingham, Daniel
 Block, Jeff
 Brown, Michael
 Dellwo, Sarah
 Dubbe, Della
 Estey, Leesa
 Fillner, Russ
 George, Mary Ann

Hartman, John
 Henry, Rick
 Lewis, Steve
 McAlmond, Barb *excused*
 Runge, Denise
 Stearns-Sims, Elizabeth *excused*
 Walborn, Joyce
 Worthy, Kim

Recorder: Summer Marston

Committee Reports

- **Budget**

Lacking participation, Russ sent email stating people must attend tomorrow. Budget tied to accreditation. Trying to get through budget outcomes from the previous year, will begin moving forward in January. Karen Raphael-Conley will be attending to represent faculty senate. Christian Arp will attend to provide feedback to SGA. Anticipate budget shortfalls throughout the system.

- **Diversity**

Meeting tomorrow. One display case up, other will be installed next week. Current display OPI Native American heritage posters, young people who are role models in their communities, representative of tribes across Montana. Committee has 9 posters, may purchase more. Looking into display for the Airport campus. Book club began *Snow Falling on Cedars*. Several copies in the library, can download for reading devices. Meeting at noon Tuesday 2/10 and Wednesday 2/11. Will promote events going on in Helena community centered on MLK celebrations in conjunction with Carroll. Utilizing reader board, bulletin board, email, newsletter, etc. to promote events.

- **Facilities and Safety**

Facilities working to get TAACCCT equipment installed. All CNC machines are in place and wired, issues ironed out. Working with Northside Welding to move 25,000-pound Cincinnati break. Hopefully will move this week, working out electrical issues. The contractor is working directly with the manufacturer, may have to invest in transformers (approx. \$4000 + labor to install). Matt will discuss with Boeing as they have similar equipment. Safety committee looking at installing speed bumps along back of school (Townsend), possibly dips. May cause some snow removal issues, but pros outweigh cons. Other suggestions were bringing to the attention of Helena High, redirecting traffic, gating with fobs. Safety Committee installing suggestion boxes (built by construction class on stands built by welding) for campus community to alert the committee of safety concerns. Portable, they can be moved. Committee looking into lockdown procedure, researching other college campuses and large businesses. Committee struggling a little with attendance. Trying to get airport campus involved. Working on some form of panic button for Mary T and Bridget. Meeting with Commtech, looking at security cameras. IT working/talking with NICO and Simplex devices. Look at what HHS has, check options for both campuses. Steve gave kudos to Matt for the great job facilities does with snow removal. Some issues with city clearing streets. Matt will check with the city. Glass and locking door in



library will need to be addressed. Check out what is going on in other institutions. Library is a public space, must be considered.

- **Information Technology**

Met last week. Working on Qualtrics surveys for adjuncts, faculty, students to determine what is working, what isn't, what they would like to see, etc. Plan to administer sometime in the spring. Have some short courses ready for training (Office 2013, SharePoint, etc.), implement delayed due to short staffing. Plan to have ready January 1, plan to email something to faculty before they leave. Have ready to go by January 1. Meeting again in January. Recent Xerox assessment to evaluate printer usage. Some machines need to be replaced, some reduction desktop printer reduction suggested. Printing can be kept confidential by only releasing print jobs when code is entered. Good pricing, will review with budget process. Info would go to Missoula, then to state for approval. HC has a print management system in place, this would integrate. Evaluation included comparison cost, price per page, etc. Would address student machines, looking at using proximity cards. Contacted by current vendor as well. Rick H thanked IT for helping with Moodle issues. Mostly fixed, a few not totally worked out, came up with work-around. IT looking into Moodle training, but upgrade December 27, so IT waiting to see what upgrades are to train.

- **Institutional Advancement**

Meeting next week. Nothing new since last meeting.

- **Quality Work Life**

Employee luncheon Monday, 11:30-1:00. Rick thanked everyone for filling out survey. Unique holiday apparel contest. Five giving baskets, four nominations (seven last year). Those who received last year were incredibly grateful. Kept quiet and discreet. Take back to areas, remind people. For campus community to include adjuncts, staff, faculty, student workers. Intent was to tighten bonds among those that work here, so focus is on less transient. SGA is the appropriate place for students, did giveaways in the past.

Faculty, Staff, and Student Senate Reports

- **Faculty Senate**

Website up, Rick O and Steve will work together to transfer minutes. Next meeting in January.

- **Staff Senate**

Not meeting in December. Ryan and Mary Ann met with Montana Staff Senate in October, discussed professional development (how difference campuses provide, fund, etc.), user's guide to classified staff for the Board of Regents (providing positions, percentages of classified, faculty, administration).

- **Student Senate**

Winter luncheon last Saturday. Sodexo catered. Some food good, some issues. Leesa will provide Dean Bingham with a write up on Sodexo concern. Dean Bingham asked that people submit concerns in writing. Steve stated he received good feedback from his students. Had great prizes. Steve suggested having SGA send notification to faculty senate president so they can pass info on to faculty and faculty can remind students. Senates, committees, etc. are listed on the HC website.

Will be doing leadership training through the break. Business manager, new one from Airport Campus, hope to have in leadership training. Adding a secretary position, student also from Airport Campus. Minutes uploaded to the website.



Policies

- 200.5 Credit Hour

(Attachment)

ASCR reviewed, then Leadership reviewed, now to CC. All institutions will have to do this. Provides two ways, either equated to face-to-face time or outcomes-based, overseen by ASCR. College Council approved to place for review.

Summer will post online and email campus.

All Campus Survey

On behalf of staff senate, Mary Ann discussed with leadership. Identified as an indicator for accreditation, measure employee engagement and satisfaction. Mike has been researching. Can create one with Qualtrics, but may be better to use an existing. Mike has identified five choices. Kim will review and make a recommendation. Several, many geared towards higher ed. Some have cost, some don't. Will bring to College Council and what the implementation will be. Mike creating a comparison sheet. There is a free one, but nationally administrated, done at specific time every year, then wait for results. Would like to implement something this spring. Mike and Kim will make a recommendation of two or three to Leadership, then bring to CC.

Student Life Committee – Request to Disband

(Attachment)

Student Life committee tasks have been picked up by other committees, moved away from their original purpose. Was the catalyst to start things, then other groups would take over those tasks. Recommendation to disband SL Committee. May reform in the future, but more towards activities, intramurals, etc. SL typically geared towards residential campuses. Need a coordinating body to pull together enrollment management – retention, recruitment and completion. Leadership recommends bringing to a central location. Dean of Academics, Dean of Student Affairs, Institutional Researcher will oversee, will include division chairs, directors of marketing, admission and records, and retention/student advising. Other participants will be added as identified. Will likely utilize short term task forces/subcommittees for retention, financial literacy - working groups to manage functions, but reporting back to RRC.

Discussion as to if it seems too institutional, diversity of input. Others will be involved in the process. This is more of a coordinating body who will create many subcommittees. Maybe appears institutional as it isn't really academic, student affairs, or IR, but combination of all three to coordinate for reporting out.

RRC committee will write up a mission, other participants to be identified will be faculty, classified staff, etc. Will go through traditional process. There is a great deal of overlap comparing budget committee and SPA. The top three would be co-chairs (not ex-officios), no one person in charge. Committee will report back to CC. RRC committee is essential to accreditation piece, will help immensely with performance-based funding.

CC does not typically vote, but good to record for this purpose. Vote will be to disband Student Life Committee and replacing it with Retention, Recruitment and Completion Committee as outlined in the handout provided. Russ moved, Rick seconded. John Hartman abstained from voting as chair of Student Life Committee. Otherwise, all approved. More info, will be forthcoming (charge/mission).

2015 Legislative Session

Dean Bingham shared communication form OCHE regarding legislative session, suggested answers to questions. HC obligation as Helena is not only the capital city, but the College is also as part of MUS. Dean Bingham invited members to discuss with him if they have any questions.