HELENA COLLEGE
UNIVERSITY OF MONTANA

DEAN'S CABINET MINUTES
OCTOBER 16, 2023

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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 Retail Services
- ☒ **Melanie Heinitz,** Executive Assistant & Office Manager (recorder)

<mark>Mastermind Discussion:</mark>

- **Approve Minutes:**
  - Cari made a motion to accept the minutes as amended, and Sarah seconded the motion. All in favor, none opposed, none abstained: motion carried.
- **Questions on Updates:**
- **SOC Update:**
  - Alumni Student in crisis.
  - Add information about Kognito Training to the MMM. Training in Kognito is available until the end of December 2023.
- **eSports:**
  - Turn into a computer lab for students. New signage was placed stating no food no drink. Mel and Abby will work to promote within Library Learning Hub (LLH) and TRIO spaces.
  - IT will install Microsoft Products on eSport computers.
  - There is not currently a replacement schedule for student-use computers. Notify IT for student-use computers needed to be replaced or updated.
- **CARE Updates: 10-9-2023 through 10-13-2023**
  - No report submitted
- **Canva update (AR)**
  - Many employees have signed up for a Canva subscription. Canva has tiered pricing for a team of five people it is three hundred dollars per year. For a team of ten individuals, it will cost one thousand and fifty dollars, and for twenty-five individuals it is three thousand dollars. Pro and Team subscriptions are at the same pricing level in Canva.
  - Splitting purchases on software is not permissible, as it would be subverting the accessibility.
  - Abby will survey the campus to gauge interest and usage.
  - Accounts for software programs should not be using individual emails, but division emails.
  - Campus version has an LMS integration with Canvas.
- **Leave Policies Report (SB & KT):**
  - Waiting for information from OCHE.
- **Academic Calendar (SB):**

- No comments were received on the proposed calendar.
- One situation that was noted was the Cosmetology program hours. That program is operating Tuesday – Saturday, so specific calendar situations will need to be reviewed and addressed by Executive Director and faculty. This is a program that must maintain a specific number of hours.

- **NWCCU Standards Review:** 1C3
  - **1.C1:** Accredited programs systemically reviewed
    - Board requirement for programs to fulfill
  - Advisory boards discuss curriculum
    - Include consistent questions for all programs to ask and advisory boards about this regularly
  - Common Course Numbering and Pathways offer alignment with field for programs
  - Can improve how we decide when to terminate a program
  - APR is not great for this:
    - The need to eliminate may not coincide with the cycle
    - APRC needs work- faculty in the room or not?
    - Need conversation with and without faculty in the room for APRC and Cabinet
    - Faculty not likely to recommend term
    - Consider adding the status of probation with the required two-year check-in
  - New GE has strict criteria to help document the value of a program to students
    - All programs must report, only consequences for certificates
  - Deification of rigor built into the assessment, I, R, and M levels
  - **1C2:** Clarification, numbering is not officially used to determine a sequence of course
  - Educate campus on ASCRC, course numbering, and ASCRC report at the State of the Union
  - We are developed - In general increased our understanding of how ASCRC works
  - **1C3:**
  - LOs set by FLOC, HC modifies and tweaks
  - What do students want to see balanced with NWCCU requirements?
    - We write course descriptions for the most part – we can improve these to better explain the class
  - Should we have official LOs and plain language versions?
  - Looking into software for a more robust catalog and streamlined information
  - Publicized course bank -= statement in catalog directing to course bank for COLS
- **SoupFest:** Pumpkin Spice Gift Basket Theme on display in the Fishbowl
- **SEP on next Agenda**