

Academic Affairs Meeting

October 1, 2009

4:00P-5:00P

Present: Brandi Foster, Tricia Tyhurst, Dave Jones, Sandy Sacry, Nathan Munn, Chad Williams, Kevin Brockbank, Janice Bacino, Sarah Dellwo, Kari Schlemmer, and Mike Brown

Leadership Update

Talking Points: Brandi provided a draft of the public talking points for UM-Helena. These are the points we are trying to focus on when we are talking about the institution to the public.

Emergency Response: Emergency response trainings are being planned for the end of October. These trainings will correspond to the Emergency Response Plan sent out earlier this semester. Russ is in charge of the trainings.

Job Openings: Continuing Ed and the IT department are currently in the hiring process to hire expanded/new positions.

Student Services Monthly Update

Fall Enrollment: Mike Brown is currently working with Student Services to create a comprehensive enrollment report for the fall semester. He anticipates the report will show a trend towards full time enrollment and more students taking out loans. The report should be presented to leadership by October 13th and can be used to start looking at how enrollment impacts institutional resources as a whole.

H1N1: In accordance with OCHE, Mike has been reporting on the H1N1 instances on campus. He has also been developing a response plan to a major outbreak and will present it to leadership next week. Brandi and Mike reminded everyone to give students a little leeway in their assignments if they are sick. We all need to take preventative measures and create plans in case a large number of staff/faculty are out sick.

Bookstore

The bookstore has pushed back the date for book orders. Academic Affairs has started having conversations with the bookstore to smooth out the book adoption process. Federal regulations prescribe that the booklist must now be posted when the schedule is posted online. The schedule will not be posted online until Monday, October 26, to allow time for the booklist to be completed. The paper schedules will be available that day as well.

Continuing Education

Kevin Brockbank reported on Continuing Education. There will be a continuing expansion of personal enrichment courses. CE has also been working with outside entities to create more credit options. They currently have a program with Heritage Propane to offer ACTG 101 over the noon hour. CE has also been tapping into resources at Missoula to continue to expand.

Grant Development

UM-Helena is currently a partner on a state energy grant. The grant is focused on training for energy and green jobs. We also are speaking with MT Tech about partnering for a health care grant.

If you have thoughts on new creative ideas please pass them on to Kevin. He may be able to match those ideas with a grant that is available. Recent examples include Access to Success, laptop carts, and hybrid training.

Online Education

Chad Williams is working on developing Water Resources and some online courses for Fire and Rescue. He is focusing on online education at the institution. He will be talking to Missoula and Great Falls and developing an online education plan for UM-Helena in the next ten months.

Mike suggested the online orientation may need to be updated to better prepare student and could be pulled into the regular orientation.

Big Read

UM-Helena is participating in the Big Read program. The book is *The Things They Carried* and is a fictional account of the Vietnam War. The library is currently out of copies but they are working on procuring additional copies. UM-Helena will host a discussion group on Tuesday, October 20. Randy Fuhrmann will lead the group. Tim O'Brien, the author, will be in Helena on Thursday, October 22. Janice and Brandi encourage staff and faculty to participate because it is a great modeling tool for students.

Spring Advising

Nursing and Gen Ed will be doing group advising the week of October 26. Faculty from those departments will sit out in the Student Center to advise students. There is a problem with English placements in BANNER. IT and the Access Center are working on fixing them but they may not be on the pink advising sheets. Departments will send their advising dates to Sarah so she can start advertising.

BOR Report

The Water Resources program was approved at the recent BOR meeting. The changes in the Office Technology program also received final approval. Program reviews are due at the November BOR meeting. The programs up for review are Automotive Technology, Construction Technology, General Education, and Nursing. Brandi takes care of these reports. UM-Helena will also need to submit a diversity plan at the next meeting.

Accreditation Update

The campus will receive a copy to review next month. The Steering Committee will be working on gathering information for the spring visit. There will be increased communication with campus to prepare for the visit. Anyone may be asked questions during the visit. Brandi expects everyone to read the summaries of the chapters.

General Education

Common Hour: General Education would like to propose M,W,F 12-1 be an open common hour during the fall 2010 semester. No classes would be scheduled during this time and it would allow for campus and student meetings to take place during that time. All Department Chairs are to take this back to their departments and we will discuss it at the next meeting.

Program Split: Seventy percent of General Education courses are taught by adjuncts and the task of chair is becoming impossible for one person. They are currently looking at splitting the department into Arts/Humanities and Math/Science. Academic Affairs will keep this item on the agenda and review how we would like to structure Department Chairs as whole.

Submitted By:

Sarah Dellwo
Recorder