

Academic Affairs
Minutes
March 15, 2010
4:00P – 5:00P

Present: Kevin Brockbank, Mike Brown, Sarah Dellwo, Brandi Foster, Heather Ireland, Dave Jones, Mary Lannert, Nathan Munn, Sandy Sacry, Chad Williams

Continuing Education Update

MHDC Certificate – There are currently 8 students working towards a MHDC certificate, a not for credit program offered by Continuing Education. Mary has heard good things from the facilities around Helena regarding this opportunity.

Public Lands/Real Estate Appraisal – A Public Lands/Real Estate Appraisal course is in the works to start in the next couple of weeks.

Pharmacy Technician – Courses to become a Pharmacy Technician will start in April. Students are required to take 50 hours of instruction, which prepares them for the National Exam. After passing the National Exam, students are then required to become licensed through the State.

Tourism Grant for Local Hotels – Local hotels received a grant from the State to assist them with marketing for tourism to Montana. Continuing Education is assisting this group by helping with registration and interviewing the instructors.

Helena Public School District – Continuing Education is now working in collaboration with the Helena Public School District in the offering of enrichment classes. This collaboration eliminates half the competition, provides marketing money, and allows CE to use school district facilities.

Student Services Update

Spring 2010 Enrollment Summary - Mike Brown provided a PowerPoint with data regarding Spring Enrollment. Enrollment for the Spring has increased in both headcount and FTE over Fall. His data also showed enrollment increases in new/continuing students compared to last Spring, and improved semester to semester retention compared to last year.

Academic Affairs Update

Faculty Handbook – The revised Faculty Handbook is located on the website. Currently, the handbook includes names specific to certain areas, i.e., committees. Would faculty prefer the handbook be more generic, with appendixes for current information, or to continue to have one document inclusive of all the information?

Syllabi/Course Statements – Heather will start including course statements with Adjunct Letters of Offer and Faculty Course Assignment Letters. Please make sure that the correct information is included on the syllabi. Starting Fall 2010, syllabi will be audited for correct information.

Academic Ops Manual – Brandi would like to continue with the work being done by Kevin to establish a binder for each program.

New Items

Advising – Advising for returning students is the week of April 5 and registration starts on April 12. Accounting/Business, General Education, and Nursing will have an advising day on Wednesday, April 7.

Recorded by: Heather Ireland