**College Council Meeting Agenda**

**March 7, 2025** **| 8:30 am – 10:00 am |B101** [**TEAMS**](https://montanaedu-my.sharepoint.com/:v:/g/personal/g52g746_gfcmsu_edu/ERxnAc1krrhAp9QAklm0ULwB-NCbmA-kde_ufA_5HHkT8w?e=lHrxV9&nav=eyJyZWZlcnJhbEluZm8iOnsicmVmZXJyYWxBcHAiOiJTdHJlYW1XZWJBcHAiLCJyZWZlcnJhbFZpZXciOiJTaGFyZURpYWxvZy1MaW5rIiwicmVmZXJyYWxBcHBQbGF0Zm9ybSI6IldlYiIsInJlZmVycmFsTW9kZSI6InZpZXcifX0%3D)

***Purpose Statement:*** *The College Council ensures the policies and procedures support the college’s strategic plan and mission. This team facilitates discussions to gather and provide input and feedback on college-wide initiatives and financial decisions. This is also the place to communicate across departments and divisions.*

**Members:**

CEO/Dean, Executive Director Student Services, Director of Human Resources, Director of IT, Classified Staff at Large – 2, Classified Staff Senate Chair or Designee, Director of Academic Success, Director of Advising and Career Center, Director of Assessment and Faculty Development, Executive Director of Community Relations, Director of Academic Success and Accessibility, Director of Facilities Services, Director of Financial Aid, Executive Director of Instruction, Executive Director of CTE, Division Director of Health Science, Director of Library Services, Executive Director of Operations, Director of CARE, Director of Recruitment and Enrollment, Executive Assistant to the CEO/Dean, Faculty at Large – 2, Faculty Senate Chair, Institutional Research Analyst, Registrar, Student Engagement and Well-Being Program Manager, Student Government President or Designee

**In Attendance**: Joshua Archery, Julie Barnwell, Michelle Bruner, Phil Carr, Selena Coburn, Dr. Stephanie Erdmann, Leanne Frost, Calvin Gone, Quincie Jones, Catherine Joshu, Tom Lehman, Stacy Lowry, Marla McFerrin, Eleazar Ortega, Toni Quinn, Rachell Rivers, Toni Sawhill, Amie Thompson, Scott Thompson, Brian Tucker, Kristi Voboril, Lisa Ward, Elyssa Wassman, Staci Weigum

Students: Heath Voy

**Agenda**

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| **Time** | **Topic** | **Responsible** | **Outcome** |
| 5 min | Call to order | Dr. Erdmann | Action |
| 5 min | Approval of CC [minutes](https://montanaedu.sharepoint.com/:w:/s/CPBAC290/ETw3RCWTC5BMvmy2PRjeHAUBiJDFCOxt1hI7wRlIlpPHQA?e=tYjumH) | Dr. Erdmann | Action |
| 10 min | College Updates   * BOR * Legislative Updates * Department of Education * Position Description Form * Awesome Otters | Dr. Erdmann | Informational |
| 25 min | Committee and Unit Goal Update   * Internal Academic Program Review * Campus Community Committee * Advising | Various | Informational |
| 10 min | Forging Futures - Target metrics update | Ms. Lowry | Informational |
| 10 min | NWCCU Mid-cycle Review what to expect | Dr. Ortega | Informational |
| 10 min | Academic Master Plan | Dr. Frost | Informational |
| 5 min | Modality Definitions | Dr. Frost | Informational |
| 5 min | 10,000 Small Business Update | Ms. Thompson | Informational |
| 5  min | Policy Review | Mr. Stoddard | Action |
| 10 min | Otter Tip of the Month - DocuSign | Ms. Joshu |  |
| 5 min | Public Comment |  |  |
| 5 min | Wrap up |  |  |
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| **Time** | **Topic** | **Discussion** | **Action** |
|  | Call to order |  |  |
|  | Approval of CC minutes | Minutes were approved as written.  Posted minutes can be found here | 1st Mr. Tom Lehman  2nd Mr. Phil Carr  Approved |
|  | College Updates | The following topics were discussed during campus updates:  **Board of Regents Meeting:**Dr. Erdmann announced that the Board of Regents meeting will be held virtually next week, and anyone interested can join by registering on the Montana University System website.  **Legislative Updates:**Dr. Erdmann provided updates on the legislative session, highlighting House Bill 225, which includes provisions for dual enrollment funding and a database for short-term validated credentials.  **Position Descriptions:**Dr. Erdmann mentioned that new and updated forms for position descriptions and job descriptions will be released soon, and supervisors will be informed about the process.  **Dean's Award Nominations:**Dr. Erdmann reminded everyone that Dean's Award nominations are due by March 14th and encouraged more nominations. She also mentioned the formation of a committee to review the nominations. |  |
|  | Committee and Unit Goal Update | The following Units or Committees gave an update on their goals:   * Internal Academic Program Review Committee * Campus Community Committee * Advising    \*See PowerPoint for updates |  |
|  | Forging Futures - Target metrics update | Ms. Lowry explained the post-secondary partnership initiative, which provides institutions with data and visuals to track student performance and compare with other institutions.  Ms. Lowry also reviewed Target Metric E2.2a. |  |
|  | NWCCU Mid-cycle Review what to expect | Dr. Ortega provided updates on the NWCCU mid-cycle visit, including the schedule and preparation for the meetings with peer evaluators. |  |
|  | Academic Master Plan | Dr. Frost presented the academic plan for the year, focusing on strengthening existing programs, expanding partnerships, and revising curricula. |  |
|  | Modality Definitions | Dr. Frost explained the new definitions for program modalities to help students understand the requirements and expectations for different courses and programs. |  |
|  | 10,000 Small Business Update | Ms. Thompson provided updates on the Goldman Sachs 10,000 Small Businesses program, including the launch of the Montana cohort and the recruitment for the Wyoming cohort. |  |
|  | Policy Review | Policy 607.1 - Smudging was reviewed for approval.  Ms. Coburn and Mr. Gone discussed the approval of the smudging policy and the importance of educating the campus community about its value and significance. | 1st Tom Lehman  2nd Elyssa Wassmann  Approved, policy will move to Executive Council for final approval. |
|  | Otter Tip of the Month - DocuSign | Ms. Joshu led a tutorial on how to use DocuSign. Please see PowerPoint for more info. |  |
|  | Public Comment | Ms. Jones expressed her appreciation for the work Mr. Gone and Ms. Coburn did on the Smudging Policy. |  |
|  | Wrap up | • Committee report outs: Faculty Senate, Student Government, Student Support Programs, College Budget  • Next meeting date: April 4, 2025 |  |
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