

Year Seven Self Evaluation and Evidence (2015)

Preface

Exhibit P.01 - [Complete College Now!](#)

Exhibit P.02 - [Main Street Montana](#)

Exhibit P.03 - [MUS Comprehensive Two-Year Mission](#)

Exhibit P.04 - [Common Ground Annual Report](#)

Exhibit P.05 - [COLS 104 Course Syllabus](#)

Exhibit P.06 - [Evaluation Letter to Adjunct Faculty](#)

Exhibit P.07 - [Adjunct Faculty Handbook](#)

Exhibit P.08 - [Adjunct Hiring Checklist and Approval Form](#)

Exhibit P.09 - [Adjunct Interview Questions](#)

Exhibit P.10 - [Adjunct Reference Check Form](#)

Exhibit P.11 - [Adjunct Onboarding Form: Institution](#)

Exhibit P.12 - [Adjunct Onboarding Form - Division](#)

Exhibit P.13 - [General Education and Transfer Department Chair Responsibilities](#)

Exhibit P.14 - [General Education & Transfer Adjunct Contact Schedule](#)

Exhibit P.15 - [General Education & Transfer Semester Start Checklist](#)

Exhibit P.16 - [General Education & Transfer Semester End Checklist](#)

Exhibit P.16 Recommendation 2 - [AAS Fire and Rescue Technology Letter](#)

Exhibit P.17 - [Syllabus Template and Checklist](#)

Evidence Standard 1

Standard 1.A

Exhibit 1.01 - [Great Falls College MSU Fiscal Year 2014 Report Card](#)

Evidence Standard 2

Standard 2.A.1 Governance

Exhibit 2.01 - [Description of CPBAC Committee](#)

Standard 2.A.2

Exhibit 2.02 - [Board of Regents Policy web site](#)

Standard 2.A.3

Exhibit 2.03 - [Board of Regents Accreditation Policy](#)

Standard 2.A.4

Exhibit 2.04 - [Montana Board of Regents membership policy](#)

Standard 2.A.11

Exhibit 2.05 - [GFC MSU Organizational Chart](#)

Standard 2.A.12

Exhibit 2.06 - [Adopted campus policies regarding academics, students, human resources, its dealings with the public, academic freedom, and its financial operations.](#)

Exhibit 2.07 - [GFC MSU campus policies](#)

Exhibit 2.08 - [Montana Board of Regents Academic Policies](#)

Exhibit 2.09 - [Information about campus and MUS policies GFC MSU Campus Catalog](#)

Exhibit 2.10 - [Policy Development and Approval policy](#)

Standard 2.A.13

Exhibit 2.11 - [Weaver Library's Policies and Procedures](#)

Standard 2.A.14

Exhibit 2.12 - [Transfer Policy within the Montana University System](#)

Exhibit 2.13 - [Transfer policy for incoming students is listed in the online catalog](#)

Exhibit 2.14 - [Transfer policy to another institution in the online Academic Catalog](#)

Standard 2.A.15

Exhibit 2.15 - [Student Conduct](#)

Exhibit 2.16 - [Grievance Policy](#)

Exhibit 2.17 - [Disability Services Information](#)

Standard 2.A.16

Exhibit 2.18 - [Sample student program handbook for Practical Nurse](#)

Exhibit 2.19 - [Academic progress](#)

Standard 2.A.17

Exhibit 2.20 - [The College supports and encourages student participation in co-curricular activities](#)

Exhibit 2.21 - [College's marketing, posting, and other policies](#)

Standard 2.A.18

Exhibit 2.22 - [Policies and Procedures for College Personnel governed by Human Resources](#)

Standard 2.A.19

Exhibit 2.23 - [Syllabus for Foundations of Teaching at Community College](#)

Standard 2.A.21

Exhibit 2.24 - [Graphic Identity and Branding policy](#)

Standard 2.A.22

Exhibit 2.25 - [Collective bargaining agreements](#)

Exhibit 2.26 - [Employee Handbook](#)

Exhibit 2.27 - [Policy regarding employee grievances](#)

Exhibit 2.28 - [Policy regarding student grievances](#)

Standard 2.A.23

Exhibit 2.29 - [Board of Regents and College Conflict of Interest policies](#)

Exhibit 2.30 - [Great Falls College MSU Conflict of Interest policy](#)

Exhibit 2.31 - [Standards of Conduct Policy](#)

Standard 2.A.24

Exhibit 2.32 - [Montana Board of Regents issued Policy 407 to address software and intellectual](#)

[property rights](#)

Exhibit 2.33 - [Campus Copyright Policy](#)

Standard 2.A.25

Exhibit 2.34 - [Accreditation Webpage](#)

Standard 2.A.26

Exhibit 2.35 - [Purchasing Guidelines](#)

Standard 2.A.27

Exhibit 2.36 - [Board of Regents academic freedom policy](#)

Exhibit 2.37 - [Collective Bargaining agreement](#)

Standard 2.A.30

Exhibit 2.38 - [Fiscal operations and budget activities policies and procedures](#)

Exhibit 2.39 - [MSU Bozeman Business and Procedures Manual](#)

Exhibit 2.40 - [Board of Regents Policies and Procedures Manual Section 900 Financial Affairs](#)

Standard 2.B.4

Exhibit 2.41 - [Montana's qualifications for faculty at 2-year institutions](#)

Standard 2.B.5

Exhibit 2.42 - [Guidelines for workload and faculty responsibilities for the fall and spring semesters and the parameters of faculty salaries and salary levels is outlined in the Collective Bargaining Agreement between the Board of Regents and the Faculty](#)

Standard 2.B.6

Exhibit 2.43 - [Adjunct Faculty Handbook](#)

Standard 2.C.6

Exhibit 2.44 - [Weaver Library online research guides](#)

Standard 2.C.7

Exhibit 2.45 - [Experiential Learning policy](#)

Exhibit 2.46 - [Experiential Learning checklist and form](#)

Standard 2.C.8

Exhibit 2.47 - [Transfer guidelines](#)

Exhibit 2.48 - [Quarter-to-semester conversion policy](#)

Exhibit 2.49 - [Common Course Numbering](#)

Exhibit 2.50 - [Online transfer guide](#)

Standard 2.C.10

Exhibit 2.51 - [Student Learning Outcomes for Montana University System Core](#)

Exhibit 2.52 - [Sample standardized syllabus](#)

Standard 2.C.11

Exhibit 2.53 - [Business Fundamentals Certificate of Applied Science](#)

Exhibit 2.54 - [Construction Technology - Carpentry Certificate of Applied Science Degree](#)

Exhibit 2.55 - [Accounting – Associate of Applied Science](#)

Standard 2.C.16

Exhibit 2.56 - [Policies & Procedures - Professional & Continuing Education](#)

Standard 2.C.18

Exhibit 2.57 - [Professional & Continuing Education Policy](#)

Standard 2.D.2

Exhibit 2.58 - [Campus safety and security](#)

Exhibit 2.59 - [The campus Safety and security Data Analysis Cutting Tool](#)

Exhibit 2.60 - [Great Falls College MSU Annual Security Report Fall 2014 for reporting year 2013](#)

Standard 2.D.5

Exhibit 2.61 - [Academic Catalog](#)

Standard 2.D.7

Exhibit 2.62 - [Authorization for Release of Information](#)

Exhibit 2.63 - [Restriction of Release of Information](#)

Standard 2.D.8

Exhibit 2.64 - [Great Falls College MSU Financial Aid Index](#)

Standard 2.D.9

Exhibit 2.65 - [Online counseling](#)

Standard 2.D.11

Exhibit 2.66 - [Information regarding Student Government](#)

Standard 2.D.12

Exhibit 2.67 - [Great Falls College Bookstore and Café's website](#)

Standard 2.E.1

Exhibit 2.68 - [Faculty, students, and staff may suggest materials for purchase via this form from the library](#)

Standard 2.E.3

Exhibit 2.69 - [The Library provides subject-specific LibGuides online research guide](#)

Standard 2.E.4

Exhibit 2.70 - [Library Collection Development Policy](#)

Exhibit 2.71 - [Library Procedure Manual](#)

Standard 2.F.1

Exhibit 2.71 - [Board of Regents Policy on Reserve Revolving Accounts](#)

Exhibit 2.72 - [Board of Regents Reserve Fund Policy](#)

Standard 2.F.3

Exhibit 2.72 - [College Planning, Budget and Analysis Committee Policies and Procedures](#)

Exhibit 2.73 - [Great Falls College MSU CPBAC Process Timeline](#)

Exhibit 2.74 - [Information on College Planning, Budget, and Analysis Committee \(CPBAC\)](#)

Standard 2.F.7

Exhibit 2.75 - [Legislative Audit Reports by Agency](#)

Standard 2.F.8

Exhibit 2.76 - [Great Falls College MSU Policy and Procedures for Fundraising and Gifts](#)

Exhibit 2.77 - [Operating Agreement between GFC MSU and MSU Alumni Foundation](#)

Exhibit 2.78 - [Board of Regents Policy on Campus-Affiliated Foundations](#)

Exhibit 2.79 - [Development Board Policy](#)

Standard 2.G.3

Exhibit 2.80 - [Campus Master Plan 2011](#)

Standard 2.G.8

Exhibit 2.81 - [Great Falls College MSU IT Expected Revenue and Expenses Analysis 2012-2020](#)
[Excel Document]

Evidence Standard 3.A**Standard 3.A.1**

Exhibit 3.00 - [Great Falls Development Authority](#)

Exhibit 3.01 - [Strategic Plan](#)

Exhibit 3.02 - [Annual Performance Report Card](#)

Exhibit 3.03 - [Mission, Vision, Values, Indicators](#)

Exhibit 3.04 - [CPBAC Policy](#)

Exhibit 3.05 - [Common Ground Plan](#)

Exhibit 3.06 - [Common Ground 3.A.1 Common Ground Annual Report 2014.pdf](#)

Exhibit 3.07 - [Strategic Enrollment Report](#)

Exhibit 3.08 - [Mainstreet Montana Monthly/Annual Data Tracking](#)

Exhibit 3.10 - [Phase IV Course Outcome and Assessment Form](#)

Exhibit 3.11 - [Internal Program Review](#)

Exhibit 3.12 - [Program Review Process](#)

Exhibit 3.13 - [Program Review Narrative and Rubric](#)

[Course Assessment and Planning and Outcome Form](#)

Exhibit 3.14 - [Board of Regents Submission](#)

Exhibit 3.15 - [Division Directors Meeting Notes](#)

Exhibit 3.16 - [Annual Performance Report Card](#)

Standard 3.A.2

Exhibit 3.18 - [CPBAC Submission](#)

Exhibit 3.19 - [CPBAC Meeting Minutes](#)

Exhibit 3.20 - [Development Board](#)

Exhibit 3.21 - [Executive Advisory Council](#)

Standard 3.A.3

Exhibit 3.22 - [Institutional Research](#)

Exhibit 3.23 - [Annual Performance Report Card](#)

Standard 3.A.4

Exhibit 3.24 - [Common Ground Plan](#)

Exhibit 3.25 - [CPBAC Goal Template](#)

Evidence 3.26 - [Budget Worksheet](#)

Standard 3.A.5

Exhibit 3.27 - [Crisis management plan](#)

Exhibit 3.28 - [Crisis Response Card](#)

- Exhibit 3.29 - [Faculty guidance for incident response](#)
- Exhibit 3.30 - [GFC MSU Alert](#)
- Exhibit 3.31 - [Student Handbook w/Emergency Procedures](#)
- Exhibit 3.32 - [Timely Warnings and Emergency Notification Policy](#)
- Exhibit 3.33 - [Clery Report](#)

Evidence Standard 3.B, 4.A, 4.B

Core Theme 1: Workforce Development

- Exhibit 4.01 - [Curriculum Committee Action Item for New Programs](#)
- Exhibit 4.02 - [Main Street Montana](#)
- Exhibit 4.03 - [RevUpMontana \(SWAMMEI\) web site](#)
- Exhibit 4.04 - [Montana EDA Press Release](#)
- Exhibit 4.05 - [Montana Healthcare Grant Announcement](#)
- Exhibit 4.06 - [Welders Graduation Press Story](#)
- Exhibit 4.07 - [Course descriptions](#)
- Exhibit 4.08 - [RevUpMontana \(SWAMMEI\) web site](#)
- Exhibit 4.09 - [GFC MSU ASC web site](#)
- Exhibit 4.10 - [CHEO news release](#)
- Exhibit 4.11 - [NANSLO web site](#)
- Exhibit 4.12 - [Montana University System Big Sky Pathways web site](#)
- Exhibit 4.13 - [Syllabus for Foundations of Teaching at Community College](#)

Core Theme 2: Transfer Preparation

- Exhibit 4.14 - [Common Course Numbering](#)
- Exhibit 4.15 - [Montana State University business program web site](#)
- Exhibit 4.16 - [GFC MSU ASC web site](#)
- Exhibit 4.17 - [Syllabus for Foundations of Teaching at Community College](#)

Core Theme 3: Academic Preparation

- Exhibit 4.18 - [Curriculum Committee Action Item for New Programs](#)
- Exhibit 4.19 - [ASC Tracking](#)
- Exhibit 4.20 - [Syllabus for Foundations of Teaching at Community College](#)

Core Indicator 1: Participation & Headcount

- Exhibit 4.21 - [Grace Data Analysis Email](#)
- Exhibit 4.22 - [IR Website](#)

Core Indicator 8: Workforce Degree Production

- Exhibit 4.23 - [CHEO news release](#)
- Exhibit 4.24 - [NANSLO web site](#)
- Exhibit 4.25 - [RevUpMontana \(SWAMMEI\) web site](#)
- Exhibit 4.26 - [Montana Healthcare Grant Announcement](#)

Common Ground

- Exhibit 4.27 - [Common Ground annual report](#)
- Exhibit 4.28 - [Common Ground annual report](#)
- Exhibit 4.29 - [Annual Performance Report Card](#)
- Exhibit 4.30 - [Common Ground annual report](#)
- Exhibit 4.31 - [Underperforming Courses](#)
- Exhibit 4.32 - [Division Director Meeting Minutes](#)
- Exhibit 4.33 - [Common Ground annual report](#)

Exhibit 4.34 - [IR Website](#)
Exhibit 4.35 - [Common Ground annual report](#)
Exhibit 4.36 - [Syllabus Template](#)
Exhibit 4.37 - [Common Ground annual report](#)
Exhibit 4.38 - [Common Ground annual report](#)
Exhibit 4.39 - [Phase IV Course Outcome and Assessment Form](#)
Exhibit 4.40 - [Common Ground annual report](#)
Exhibit 4.41 - [TK 20](#)
Exhibit 4.42 - [Phase IV Course Outcome and Assessment Form](#)
Exhibit 4.43 - [Common Ground annual report](#)
Exhibit 4.44 - [Phase IV Course Outcome and Assessment Form](#)
Exhibit 4.45 - [Common Ground annual report](#)
Exhibit 4.46 - [Advising Syllabus](#)
Exhibit 4.47 - [Grades First FAQ](#)
Exhibit 4.48 - [Student Success Alert Handbook](#)
Exhibit 4.49 - [Grades First Emails](#)
Exhibit 4.50 - [Student Success Alert Training](#)
Exhibit 4.51 - [Common Ground annual report](#)
Exhibit 4.52 - [COLS 103 Syllabus](#)
Exhibit 4.53 - [COLS 103 Training](#)
Exhibit 4.54 - [Common Ground annual report](#)
Exhibit 4.55 - [Common Ground annual report](#)
Exhibit 4.56 - [Common Ground annual report](#)
Exhibit 4.57 - [ASC Tracking](#)
Exhibit 4.58 - [Learning Community Proposal](#)
Exhibit 4.59 - [Common Ground annual report](#)
Exhibit 4.60 - [Withdraw Policy Update](#)
Exhibit 4.61 - [Add/Drop Policy Update](#)
Exhibit 4.62 - [Grading Policy](#)
Exhibit 4.63 - [Pre-Req Policy](#)
Exhibit 4.64 - [Common Ground annual report](#)
Exhibit 4.65 - [Smarter Measures](#)
Exhibit 4.66 - [Common Ground annual report](#)
Exhibit 4.67 - [MUS Core \(Certificate\)](#)
Exhibit 4.68 - [Common Ground annual report](#)
Exhibit 4.69 - [Common Ground annual report](#)
Exhibit 4.70 - [Bridging Opportunities Meeting Minutes](#)
Exhibit 4.71 - [Common Ground annual report](#)
Exhibit 4.72 - [Academic Affairs Calendar](#)
Exhibit 4.73 - [Articulation website](#)
Exhibit 4.74 - [Common Ground annual report](#)
Exhibit 4.75 - [Withdrawal Grades Research](#)
Exhibit 4.76 - [Common Ground annual report](#)

Eligibility Requirement 24

Exhibit 5.01 - [Staffing Justification Form](#)
Exhibit 5.02 - [CPBAC Goal Template](#)
Exhibit 5.03 - [FY 15 Report](#)
Exhibit 5.04 - [Budget Worksheet](#)

Evidence Standard 5

Standard 5.A.1

- Exhibit 5.05 - [Strategic Plan](#)
- Exhibit 5.06 - [Common Ground Plan](#)
- Exhibit 5.07 - [Annual Performance Report Card](#)
- Exhibit 5.08 - [Annual Report to the Community](#)

Standard 5.A.2

- Exhibit 5.09 - [Common Ground annual report](#)

Standard 5.B.1

- Exhibit 5.10 - [Close the Loop postcard](#)
- Exhibit 5.11 - [Program Snapshots](#)
- Exhibit 5.12 - [CPBAC Web Page](#)
- Exhibit 5.13 - [Budget Planning Document](#)
- Exhibit 5.14 - [Room Use Report](#)
- Exhibit 5.15 - [Internal Program Review](#)
- Exhibit 5.16 - [Applicant Report](#)
- Exhibit 5.17 - [Spring Enrollment Report](#)
- Exhibit 5.18 - [Policy 970.1 – Biennial Allocation of State Funding to Montana University System campuses](#)
- Exhibit 5.19 - [MUS Performance Funding](#)
- Exhibit 5.20 - [Internal Program Review](#)
- Exhibit 5.21 - [Program Review Process](#)
- Exhibit 5.22 - [Program Review Narrative and Rubric](#)
- Exhibit 5.23 - [Student Learning Outcomes](#)

Standard 5.B.2

- Exhibit 24 - [Monthly budget report](#)
- Exhibit 5.25 - [2014 Budget](#)
- Exhibit 5.26 - [Budget template](#)
- Exhibit 5.27 - [Performance-based funding](#)

Standard 5.B.3

- Exhibit 5.28 - [Health science partner feedback](#)
- Exhibit 5.29 - [CCFSSE Faculty Survey](#)
- Exhibit 5.30 - [CCSSE Overview](#)

Additional Exhibits

- [Mission & Vision Presentation](#)
- [CPBAC Planning for Mission, Vision and Strategic Enrollment Management](#)
- [Tuition Savings for Montana Dual Credit Students](#)
- [NANSLO Remote Lab Publicity](#)