

Appendix D

Miles Community College

Fall 2019

Convocation Booklet of MCC Updates



2019 Convocation Agenda

- ◆ Welcome from the President
- ◆ Welcome from Student Senate President Sarin Hoppe
- ◆ Welcome from Board of Trustee Chair Debbie Morford
- ◆ New Employee Introductions
- ◆ 2019 Academic Year
- ◆ Alumni Voice Bonny Beth Luhman
- ◆ Years of Service
- ◆ Blue and Silver
- ◆ Group Picture
- ◆ Faculty Listening Session 10:00 a.m., 300 rooms
- ◆ Staff Listening Session 11:00 a.m., 300 rooms

START HERE — Go Anywhere



data into manageable data sets. The report has also been distributed to the IR Committee and Executive Team. This will hopefully provide ample time for everyone to review the results. The IR Committee will discuss the results in late September.

- Loren continues to be a member of the Association of Institutional Research (AIR) and attended the AIR Forum in Denver. The AIR Forum is the world's largest gathering of higher education professionals working in institutional research, assessment, planning, and related postsecondary education fields. This was a great professional development opportunity, and featured the latest tools and resources to support data use for decision-making. The benefit of this network allows the college to make decisions and take actions that benefit our students and the college.
- Loren attended the TRIO Student Support Services training in Great Falls in May along with Erin Niedege, Sarah Kloewer and Annie Anderson. The TRIO Student Support Services program provides support services to low-income students, first generation college students and disabled students enrolled in post-secondary education programs. Eligible students may receive personal and academic career counseling, career guidance, instruction, mentoring, and tutoring. The goal of the program is to increase the college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next. In order to qualify, students must be first generation college students or meet family income eligibility requirements. The Trio working group continues to meet and will be meeting weekly once the application is available. So far the data shows that we will have more than the required 140 students enrolled. For the fall 18 semester we have 233 eligible students who could have been enrolled. Most of the raw data has been gathered, and now we will start using the data to set the benchmarks and draft our objectives.

- Strategic Enrollment Planning is one of the important activities we use to evaluate and improve our services and performance. It is a data and performance driven process that looks at how well we attract, enroll, retain and complete college students. Loren continuously updates all of the student success measures as well as the Key Performance Indicators (KPI's) in the Strategic Enrollment Plan (SEP). The SEP helps to develop a recruitment plan, retention plan as well as improve the quality of academic programs and student services to enhance student success. Initiatives are identified to guide MCC toward reaching each goal outlined. Each initiative has outcomes, key players responsible for the completion of the initiative, a timeline, and the status of each initiative which is updated on a regular basis.
- The National Student Clearinghouse regularly publishes research on student enrollment, movement, and other important student outcomes using student data provided by a network of postsecondary institutions. This year Loren worked on the graduate matriculation clearinghouse project which provided sufficient data to understand where our students go after graduation and their success rate after they transfer. The IR Committee will continue to use this information to help make better and more informed decisions.
- Tableau is used to analyze student enrollment, achievement, and demographics. Loren continues to work with tableau to streamline reporting. This information can be filtered by program and degree type and recently Loren utilized tableau to provide student information such as student debt at graduation. Loren continues to work with others across campus such as Sarah Kloewer to gather data in regards to progress on the Vision 2020 document, specifically student success metrics regarding retention and completion. Loren has also utilized Tableau to develop program dashboards for faculty training. Program specific data was distributed such as FTE, retention, GPA and number of graduates. These were compared to 5 year overall and program averages. Tableau continues to be a valuable tool to help guide data driven decision making across campus.
- Loren Lancaster updated the Community College Survey of Student Engagement (CCSSE), which will be administered this spring. The CCSSE helps colleges focus on good educational practices and identifies areas in which we can improve our programs and services for students. This survey asks students about institutional practices and student behaviors that are highly correlated with student learning and retention. The survey was completed in April 2019. Forty-seven (47) individual courses were surveyed. An additional advising supplemental survey regarding academic advising was also included. We received the CCSSE results in August and are in the initial stages of evaluation, so far things are looking positive especially student engagement. Loren Lancaster has been working with Dr. Rita Kratky to help break down the massive amount of

A Message From The President:

A Year of **MILE**Stones...

Greetings friends from Miles Community College, Miles City, Custer County and Eastern Montana.

This academic year MCC turns 80...and we continue to get better with age. Through hard-work, dedication and a steadfast commitment to our community and the students we serve, MCC has realized sustainable enrollment growth over the past five-years. This growth speaks to the value of the education MCC provides and is affirmation that we continue to live our mission each and every day.

- Miles Community College prepares students for success and provides opportunities for lifelong learning through quality programs, community outreach, and partnerships.

This year our RN program celebrates 50-years. This hallmark program has graduated just under 1,200 students since inception in 1969. Many of our nursing graduates choose to work in rural communities throughout our region, providing a strong foundation for comprehensive healthcare.

MCC will see our newly introduced softball team take the field for the first time this year. We look forward to cheering on these new Pioneer student-athletes during their inaugural season.

This academic year, the campus community will have the opportunity to take stock of the diligent and meaningful work performed in creating and living our five-year plan; [Vision 2020 – Pioneering Our Future](#). As we reflect upon our shared success, we carry forward a strong framework for future vitality.

With our centennial on the horizon, we are committed to growing the Pioneer Circle by thoughtfully engaging our students, faculty, staff, alumni and friends by asking them to share their Pioneer experience. MCC has woven a rich and unique history over the past 80-years and we want you to share your experience and contribute to the tapestry.

Thank you for your ongoing support of Miles Community College.



Interim President
Aaron Clingingsmith



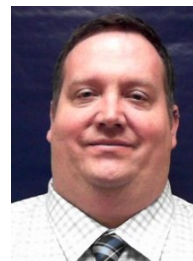
students. Students will be expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. In addition to their college email accounts, student should also check for course-related messages within Canvas.

- A dedicated webpage for the Presidential Search is being developed to provide information to interested parties regarding how to apply for the President position, position responsibilities, search process and details as well as the search timeline and links to important campus and community resources.
- New Proximity Card entry systems have been installed at Pioneer Village. The facilities department and IT department are working closely together to install four electronic locks in Pioneer Village (two locks for the Commons, one for the Pioneer Hall entrance and one for the Pioneer Hall Kitchen). This system provides more secure, controlled access and will allow staff to monitor who is accessing the facilities. The system is being piloted at Pioneer Village in hopes to incorporate similar electronic entry systems in other areas across campus.
- The Vision 2020 document stated that the college would create a five year strategic technology plan including online and distance learning accessibility. As we get closer to 2020, Don will reconvene the Technology Committee to revisit the strategic technology plan as well as to review major campus upgrades, purchases and investments.

Institutional Research

- Banner 9 conversion is officially complete and Banner 8 is no longer accessible. Loren Lancaster and Don Warner have worked closely throughout the year with the University of Montana to implement the Banner 9 upgrade. Users are experiencing some significant challenges and the Banner team will continue to meet to discuss and work through the various issues.
- Academic program prioritization process: Loren worked closely with Dr. Klippenstein and Dr. Kratky, providing the fiscal analysis of programs as it pertains to the academic program prioritization process. This data can help determine the future of current and new program development.

- IT has also helped build music playlists for both men's and women's basketball games to enhance the fan experience.
- The IT department helped facilitate the MidRivers Game Con Tournament in conjunction with Nancy Swope and the IT program, September 14-16, 2018 in rooms 316, 317 and 322. IT students had the opportunity to help setup, teardown and participate during the tournament. The IT department is excited to help facilitate the MidRivers Game Con Tournament again this year on September 7-8, 2019. We are proud to be the venue for the area's largest gaming event for all ages.
- IT continues to monitor and provide routine maintenance on the security camera systems for Pioneer Village, Centra, Café, Pioneer Merc, Library, Computer Labs, Business Office, Student Services and the Auto Shop to ensure safety and security measures are in place and functioning. The IT department and campus constituents continue to evaluate and prioritize other areas for placement of security cameras.
- The IT department continues to work with individuals across campus on major projects such as assisting Facilities with the upgrades for the HVAC systems and solar projects including viewing interfaces, network design and firewall edits. IT staff worked closely with academic affairs in regards to course evaluation surveys.
- Online payment processes and online forms have been improved across campus. IT staff continues to work closely with Angela Mendoza, Accounting Specialist and a group of individuals on campus to improve online payment utilizing Access.Gov. The new process allows a uniform design for campus forms, applications, registrations and a secure, reliable online payment process.
- Carla Cummins conducted ADA Electronic Document Readiness compliance training for faculty and staff on January 10, 2019. Campus continues to update electronic media including all electronic documents, webpages, canvas course material and social media to meet current accessibility standards. Please contact Carla should you have any questions on ADA Electronic Document Readiness.
- New student email system anticipated for Fall 2019. Don Warner and Jay Wiebers are working with Student Services to enhance student communication by issuing college email addresses to registered students versus students having to share their personal email addresses. MCC will use the student issued email addresses to send official campus communications to



Student Engagement

Dean Richard DeShields

Counseling Services

MCC is in the final stages of an agreement with a local medical and mental health provider to provide up to 15 hours of counseling services at the MCC campus. These hours will be publicized for students to schedule appointments. Prior to the finalizing of this plan, a referral can be made to counseling utilizing Gwen Gunther, Anne Anderson, or Richard DeShields. Should you feel the need to help a student with a referral, also submit a report on the "Report a Disruptive or Concerning Student Behavior" link.

Food Services

When having food on campus for events, you must first contact the dining director for services. The MCC Café has the first right of refusal in providing food on the MCC campus. It is important to plan ahead so that the dining staff can ensure food on hand. It is a good practice to allow up to 2 weeks.

There is a catering menu at <https://www.milesc.edu/CampusServices/Dining/Dining.htm> and the Director may be able to accommodate additional menu items. If the dining director cannot accommodate your request, it may be approved to have catered food services from other vendors.

Additionally, for groups or classes that meet during the scheduled meal hours, individuals may contact dining services to see if they can buy a to-go order and arrange for the pick up time that is within the dining staff hours but not during normal service hours. In many instances, dining can assist.

Lastly, if you or a student has any special dietary needs, please reach out to the dining director to see if there are other options. The more time we have to plan to better serve individual needs, the more we may be able to assist.

Student Rights and Responsibilities:

Faculty and Staff are reminded to report student issues or suspected violations of student conduct code, including academic code violations. These reports help the Behavior Intervention Team best support students and also hold students accountable. Examples of the types of reports vary but some examples include: reporting the death of family member, a student's academic performance has had a drastic change, hearing a rumor about a student that could impact their academic status, academic dishonesty/plagiarism, etc.

In those instances where the faculty is going to manage the academic dishonesty in the classroom and don't desire any further action from the Dean's Office, you can simply report it and indicate that you request no further action. If the Dean sees a pattern of student behavior, he will contact you and indicate such pattern to ensure you would not like for further action.

This documentation is necessary to help student engagement and student services staff respond to student needs that could affect enrollment and retention. In addition, should there be any grievances or complaints by students, it allows for there to be documentation that could assist in any appeals. You may a piece of information about a student that helps complete a puzzle that the behavior intervention team has been seeing. Finally, there are instances where we have federal or state requirements to hold students accountable and mandatory reporting is an expectation. This reporting format meets many of those expectations. While there is some accountability functions of this process, it is also a tool to best promote student success.

To file a report, you can click on the links of the safety page at <https://www.milesc.edu/AboutUs/CampusSafety/> and click on the purple button entitled "Report a Disruptive or Concerning Student Behavior"

Timely reports help us better respond. You may file anonymously; however, this does not allow any follow up and often will result in the inability to hold a student accountable.

If you have questions about whether or not you need to submit a form, don't hesitate contacting the Dean of Student Engagement, Richard DeShields.

- Roof Projects: Insurance Adjusters appraised the campus roofs including Lucas Hall Administration Building, Judson H. Flower Library, Pioneer Village Quads and Pioneer Village Commons as well as the roof over the auditorium classrooms. The prioritization of roof replacement will begin Fall of 2019 and the bid process and replacement planning will follow for an anticipated completion date of July 1, 2020.

Information Technology

- If you are in need of technology support please send a helpdesk ticket to our IT department at helpdesk@milesc.edu. In the subject line please state a brief description of the issue and in the main body of the email please include a detailed description of the issue and contact information. IT staff will follow-up with you for further information.
- The MCC website was revamped and updated to focus on recruitment and prospective students which went live September 4, 2018. This included updating the program sheets for the website to ensure current updated information is accessible to website visitors. IT continues to work with departments across campus to ensure current information is published on the site. Please send an email to the helpdesk should you need to update specific information on the website.
- IT staff provides a variety of technology needs across campus including both internal and external events. Events include Welcome Wagon, Ag Banquet, Outreach Clinic Banquet, Pink Night Out, MCC Scholarship Donor/Recipient Reception, Erin's Hope Crystal Ball, Bobbie Burns, Ranch Rodeo, Buckaroo Bash, Rocky Mountain Elk Foundation, Missing/Murdered Indigenous Women Panel as well as various community outreach events such as the Miles City Youth Hockey Association State Tournament in March, Town Hall meeting and music for the Fourth of July celebration in Riverside Park. IT looks forward to providing technical assistance for campus and community events as individuals and groups utilize the campus for future functions and reservations.
- Live streaming of events on campus have been enhanced to expand our spectator viewing for sporting events such as volleyball, basketball and baseball games. The IT department also provides live streaming of events on campus such as HighSet Graduation, Nurses Pinning and Graduation for family and friends to view. If you would like to learn more about the ability to live stream an event on campus please send a helpdesk ticket to the IT department.

- Updated interior office signs and added directional signs to entrances on the main administration building (entrance A, B, C, D and E) as well as parking areas 1, 2, and 3. This allows us to improve customer service and communication for our campus visitors. This also included updating the MCC Banners in the parking lot areas.
- Built stairs to access the crows next in the Centra, replacing the current ladder access for safety and convenience purposes.
- Facilities worked closely with the housing staff to provide multiple summer conference housing needs at Pioneer Village, which include but are not limited to hosting the MonDak Football players, CABA, Miles City MedStart Camp, and individual BLM rentals.
- Facilities and the IT department are working together to update and install four electronic locks in Pioneer Village (two locks for the Commons, one for the Pioneer Hall entrance and one for the Pioneer Hall Kitchen). This will provide for more secure, controlled access as well as allow staff to monitor who is accessing and utilizing the facilities.
- Routine summer cleaning of the main campus, Pioneer Village, Work Force Readiness Center, and the Ag Advancement Center stalls and grounds are nearing completion in preparation for the start of Fall semester. Including office moves, carpet and painting. Carpet replacement has been completed in fourteen (14) offices as well as four classrooms have been updated with new carpet and/or tile (103, 109, 313 and 314). Along with office painting, designated pedestrian crosswalks have been painted for the safety of our student traffic.
- The Facilities Master Plan, 10-year Deferred Maintenance Project List, Carpet & Paint Replacement Schedule and Vehicle Rotation Schedule will continue to be reviewed and updated based on campus needs and priorities. Through the Planning, Budget, and Assessment (PBA) process, the budget has been realigned with projected expenses which will allow the campus to better assess needs for short-term and long-range campus planning. The Facilities Planning Committee will continue to meet on a regular basis to review the Facilities Master Plan and Deferred Maintenance list as well as future needs. The vehicle replacement schedule also falls under facilities. Most of the college fleet vehicles have over 100,000 miles therefore the college purchased two vehicles in FY19 with insurance proceeds received last fall from hail damage. The college plans to purchase another vehicle in FY20 to realign the vehicle replacement schedule.

Student Senate:

President	Sarin Hoppe'
Vice President	Taylor Stahl
Secretary	Casity Boucher
Treasurer	Haylee Fauth
Sophomore Rep.	MacKenzie Williams
Sophomore Rep.	(Vacant)
Freshman Rep.	(Vacant)
Freshman Rep.	(Vacant)
Freshman Rep.	(Vacant)
Non-Traditional Student Rep	(Vacant)
Parliamentarian	Vacant)
Reporter	(Vacant)

*elections for vacant positions will be held within the first month of the academic year.

Student Travel

When students are traveling on behalf of the college for a club or organization, it is important that we have documented travel information. Please include the following information: itinerary of trip, name of the student with contact information and emergency contact information, insurance provider information, primary doctor, any allergies or medical conditions. Consider completing a waiver of liability form. The advisor should have the original copy and provide an additional copy to the Dean of Student Engagement. Should there be an emergency, this will allow MCC to know who was traveling in case the advisor becomes unable to assist due to helping other students or due to some impact that prevents them from being able to assist. This information does not need to be completed for Student Athletic Events as the Athletic Director maintains this information. For example of forms, please contact the Dean of Student Engagement.

Student Volunteer Events and Community Service Log

All students serving in a volunteer capacity should have their hours documented. This documented meets reporting requirements for accreditation reporting and also helps mitigate risk. When organizing a service activity and opportunity, please consider whether or not a student should complete an MCC Waiver of Liability and hold Harmless Agreement. You can request this form from the Dean of Student Engagement.

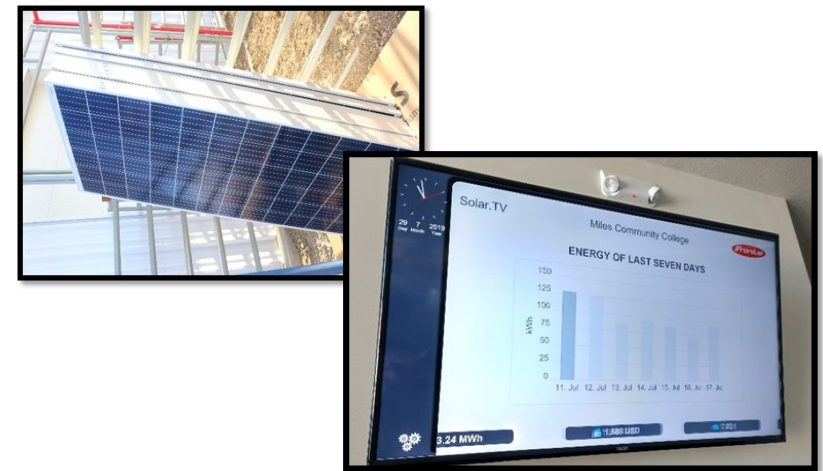
Faculty, Staff, Coaches, and Club Advisors can document this time at the website listed below or they can have individuals submit their own volunteer form. This information will document hours of service for the faculty, staff, coach or advisor and can also serve as a volunteer transcript for the student. The Dean of Student Engagement will produce reports for individuals periodically throughout the semester and will create a final report at the end of year with all volunteer hours.

This should be done for volunteer hour associated with all college events (including service-learning activities).

The form can be located at two locations on the MCC Website. One location is on the Faculty Staff Page under “SECURED ONLINE FORMS”. Another location that is easier for students to complete is on the student life page found on the front page and scroll down to the Clubs and Organizations section where you will find the “COMMUNITY SERVICE LOG” button. The form does allow for multiple student entry. (example: if the student activities group organized a car wash to help raise money for a local community service group, the advisor or president could fill out one log but list each student on that log...or each individual student could log their own time.)

During the “Year of Service” there will be at least 3 campus wide events planned for volunteer service.

- The Solar Project at the Ag Advancement Center was completed by OnSite Energy January 2019. The cost of installation was partially offset by funds from Montana-Dakota Utility’s Universal System Benefits fund. The fund is administered by the Montana Department of Environmental Quality (DEQ). Financial support for the Universal System Benefits program was established by the Montana legislature to fund energy conservation, renewable energy, and low-income energy assistance through the collection of a small fee on public utility usage. The Bozeman-based company, OnSite Energy Inc., managed the fitting and installation of the solar panels at the AAC. MCC has also enjoyed other successful collaborative endeavors with OnSite Energy at the Workforce Readiness (WRC). In June 2018, Onsite Energy installed eight solar panels at the WRC and jointly offered training on the panels and renewable energy to interested individuals in Miles City and the surrounding area. Visitors to the AAC can see the energy cost savings from the solar installation in real-time by viewing a monitor that is prominently displayed in the AAC lobby. Beyond displaying the cost savings, energy production from the solar panels and peak output is also displayed on the monitor. MCC plans to use the AAC solar system for future solar and renewable energy training for ag producers and electricians. In addition, this project is part of MCC’s effort to shift ten percent of its energy consumption to renewable sources and create training programs based on the growth of solar reliance for regional ag producers.



- Mechanical Technology Inc. (MTI) completed the upgrade to the software and hardware for the Pioneer Village Heating, Ventilation, and Air Conditioning (HVAC) system, as well as completed the upgrade for the HVAC system for the main campus. The upgrade provides the resources to monitor, manage, and improve the learning and living environment on campus.



Facilities

- If you are in need of repairs or maintenance or have a work request please send a repair ticket to our facilities department at repair@milescc.edu. In the subject line please state a brief description of issue (i.e. Request to move office furniture, heating or cooling issues, broken items, etc.). In the main body of the email please include a detailed description of the issue, including location. Maintenance/custodial personnel may follow-up with you for further information. You may also call Ross Lawrence, Facilities Manager at 874-6172 for assistance.
- Ag Advancement Center continues to be monitored and additional projects have been completed this year. The Jackson Group completed two projects at the Ag Advancement Center. Projects included installation of a new horse door and a rain gutter project which entailed re-routing the gutter and installing heat tape to avoid ice buildup outside the AAC front doors. Mechanical Technology Inc. (MTI) completed the upgrade for the HVAC temperature controls as a routine maintenance project. MDU installed poles and area lights for added security near the horse stalls at the Ag Advancement Center.
- Two student workers have been hired at the Ag Advancement Center as student Event Staff/Custodians. These positions perform a variety of support for the Ag Advancement Center. Responsibilities include monitoring the event calendar and executing the Facilities Use Agreement with renters for the AAC. These positions will also be responsible for providing custodial support before and after events including wiping down bathrooms, sweeping/mopping foyer area, cleaning trash from the bleacher area and general pickup/removal of garbage and manure with the AAC including parking areas. Responsibilities also include ensuring the building is open to groups or individuals renting the space as well as ensuring the building is secured and locked after events. These position are responsible for routine and preventative maintenance and repair on all arenas, grounds and some buildings.

New Student Assessment

Student Engagement and Student Services will roll out a new retention tool called Benchworks Student Assessment on October 7, 2019. The intent of the instrument is to better understand those areas that most significantly impact new student retention: Academics, Connectedness, Homesickness, Housing, and self-assessment. Once the survey is completed it allows the college to review individual student risk factors and attempt to connect with the students to move them towards completion. We will look at items like academic resiliency, academic self-efficacy, academic behaviors and study skills, campus involvement, financial stressors, peer connections, and self-management skills.

Student Clubs and Organizations

A student can form a club by contacting the Dean of Student Engagement if the student can demonstrate how the group fits within the mission of the college and has enough students to support the club. There will be a club fair in September. The following are current clubs and organizations at MCC:

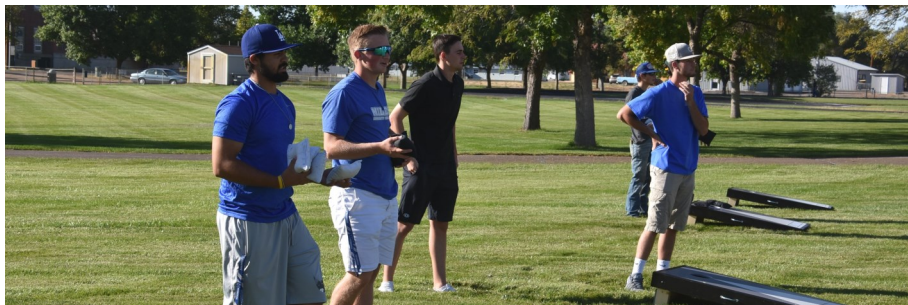
ASMCC, Phi Theta Kappa (PTK) Honor Society, Rodeo Club, Student Ambassadors, Volunteer MCC, Campus Ministry and Fellowship of Christian Athletes, Young Farmers and Ranchers, Student Nurses Association, Student Activity Board, and our newest club the Multicultural and Diversity Club.

Student Mental Health Programming

Student Engagement is rolling out a campaign entitled “Seize the Awkward” from the JED Foundation. The purpose of the project is to encourage young people to reach out and talk with friends who are struggling with mental health. The JED Foundation writes, “Starting a conversation about mental health is... awkward. But that awkwardness can be a good thing. In fact, we want teens to embrace that awkward moment and use it as an opportunity to reach out to a friend and have a conversation about mental health.” The program is a social media and marketing campaign addressing suicide prevention.

Welcome Wagon

Welcome wagon events are scheduled from August 29 through September 3. We invite faculty and staff to participate in all activities with students. Please see the schedule that was distributed at convocation. Specifically, we would like all faculty to attend the Welcome BBQ on Thursday, August 29, 2019 at 6:00pm. Just as graduation is an important time in a student's life, so is their first days at college. Please help make this an important day. And why not bring your family to enjoy one of our movie nights or a shaved ice on the weekend.



If you have questions about whether or not you need to submit a form, don't hesitate contacting the Dean of Administrative Services and HR/Title IX Coordinator, Kylene Phipps.

Timely reports help us better respond. When made aware of possible discrimination, the College will take prompt action to end the sexual misconduct, prevent its recurrence, and remedy its effects.

Select Report Harassment or Sexual Assault

Campus Safety

In an emergency, call 911.

Miles Community College is committed to providing a safe environment for its students, employees, and visitors. Campus policies, emergency notification systems, and campus safety reports are a few resources available to promote campus safety and emergency preparedness.

Students, employees, and visitors may subscribe to Rave Alert to receive text or email message alerts in the event of a campus emergency.

Sexual Assault is a Crime

Discrimination, Harassment, Sexual Misconduct, Stalking, Domestic Violence and Retaliation Policy. This policy, which protects both students and employees from discrimination, harassment, sexual

Report Harassment or Sexual Assault
 Title IX Coordinator
 (406) 874-6232

Report a Student Conduct Code Violation
 Director of Student Life
 (406) 874-6442

Report a Disruptive or Concerning Student Behavior
 Director of Student Life
 (406) 874-6442

Title IX Coordinator
 Kylene Phipps
 Dean of Administrative Services

Reporting Procedures. MCC employees are required to report any known incident of sexual assault involving students (except where statutorily prohibited). Employees aren't required to report a victim's name if the victim doesn't want to be identified. For more information, please contact the Dean of Administrative services & HR or use our dedicated email address TitleIX@milescc.edu.

Student Conduct Code. The Student Conduct Code governs all MCC students.

Title IX Coordinator. The Title IX Coordinator is responsible for responding to complaints about sexual harassment and assault, along with other grievances. All students, employees and affiliates should feel comfortable calling the coordinator to confidentially report an incident. All students should know how and where to report discrimination, including sexual harassment. Such reports will be addressed equitably and promptly.

College Response

When the College learns of sexual misconduct, we will take immediate and appropriate action to determine what occurred. We will take prompt and effective steps to end sexual misconduct, prevent its recurrence, and address its effects, whether or not the sexual misconduct is the subject of a criminal investigation. The University will take steps to protect a complainant. Retaliation against anyone reporting sexual misconduct or otherwise providing information about sexual misconduct is strictly prohibited.

Assistance for Survivors

If you have been the victim of sexual misconduct, we encourage you to utilize the confidential services available at CNADA. Survivors may seek assistance from trusted campus employees, including faculty, staff, residence hall assistants, or advisors. In order to ensure that the College can do everything possible to provide assistance to survivors and stop sexual harassment, College employees are required to report information they receive about allegations of sexual misconduct to the Title IX Coordinator.

Emergency Notification System

Counseling

For Counseling Services please contact one of the following individuals:
Anne Anderson
 Director of Student Success and Retention
 (406) 874-6151

Gwen Gunther
 Nursing Administrative Assistant
 (406) 874-6189

Richard DeChicco
 Dean of Student Engagement & Auxiliary Services
 (406) 874-6226

Advocacy

For Advocacy Support please contact the following:
National Suicide Prevention Lifeline
 Call: 1-800-273-TALK (8255)
 1-800-SUICIDE (784-2433)

CNADA
 Center Network Against Domestic Abuse and Sexual Assault
 24-Hour Crisis Lines:
 Toll Free (888) 799-0542
 Miles City (406) 951-0475

Office Locations
 Miles Community College
 RM 215
 2715 Dickinson Street
 Miles City MT 59701

- Dr. Stacy Klippenstein resigned as President of MCC effective June 14, 2019. Aaron Clingsmith has been hired as the Interim President of MCC beginning June 10th. Aaron will provide leadership during this transition period.

The HR department is working on the Presidential Search campaign. Two community listening sessions were held August 13th and 14th. The listening sessions provided attendees the opportunity to share their perspective as to the “values and traits” needed to be a successful MCC President. Campus will be holding listening sessions for faculty and staff on August 26th and will be scheduling student listening sessions in September. The President position will open and be posted on September 1, 2019. A dedicated search webpage will be launched that day as well, introducing the search committee and providing additional information about the process. The first screening of applicants will begin October 1, 2019. The posting will, however, remain open until filled. The search committee will reengage the community after on-campus finalists have been determined. The community will be invited to attend open forums with the finalists and once again be invited to provide feedback regarding the candidates. Open forums are tentatively scheduled for early November. The anticipated start date for the ninth MCC President is Spring 2020.

Title IX & Sexual Misconduct

The college is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the college.

To enable the college to respond effectively and to stop instances of sexual harassment and sexual misconduct involving students proactively, all employees must promptly (normally within 24 hours) report information they have about alleged or possible sexual harassment and sexual misconduct involving students to the Title IX Office. Employees, such as licensed health-care professionals and victim advocates who have a statutory privilege under Montana law, are exempt from these reporting requirements.

To file a report, you can click on the links of the safety page at <https://www.milesc.edu/AboutUs/CampusSafety/> and click on the blue button entitled "Report Harassment or Sexual Assault".



THURSDAY, AUGUST 29 (MOVE-IN)		
DINNER: BBQ	6PM-8PM	CENTRA LAWN
WELCOME		
STREET SIGNS		
FILL THE WAGON (COMMUNITY EVENT)		
BATTLE BALLS		
VOLLEYBALL		
RESIDENCE HALL MEETING	8:30-9:30PM	300 ROOMS
FRIDAY, AUGUST 30		
EVERFI COMPLETION	9:00-11:00AM	ROOM 324
LUNCH: SOAR LUNCH IN CAFE		CAFE
SOAR PARTICIPANTS	NOON	
NON-SOAR PARTICIPANTS	12:30PM	
DINNER (USE ID)	5:00-6:30PM	CAFE
LASER TAG	7:00-10:00PM	CENTRA
GAMES AT THE COMMONS	7:00-10:00PM	COMMONS
SATURDAY, AUGUST 31		
LUNCH: COOKOUT AT TEDESCO FIELD	BASEBALL-11:30AM	TEDESCO FIELD
	OTHERS-NOON	TEDESCO FIELD
BASEBALL TEAM SCRIMMAGE	NOON	TEDESCO FIELD
DINNER: SUBWAY SANDWICHES	6:00-7:30PM	COMMONS
HYPNOTIST	8:00-9:30PM	300 ROOMS
SUNDAY, SEPTEMBER 1		
LUNCH (USE ID)	NOON-1:00PM	COMMONS
FIELD DAY:		
BOUNCY OBSTACLES COURSE	2:00-4:00PM	CENTRA LAWN
SHAVED ICE	2:00-4:00PM	CENTRA LAWN
DINNER: PIZZA	5:00-6:30PM	COMMONS
MOVIE NIGHT ON LAWN	8:15-10:30PM	CENTRA LAWN
MONDAY, SEPTEMBER 2		
LUNCH (USE ID)	NOON-1:30PM	CAFE
CAPTURE THE FLAG & WIFFLE BALL	1:00-4:00PM	COMMONS LAWN
DINNER (USE ID)	5:00-6:00PM	CAFE
MOVIE NIGHT-"AVENGERS: END GAME"	7:00PM	MONTANA THEATER (DOWNTOWN)
TUESDAY, SEPTEMBER 3		
*COMPLETE EVERFI TODAY		
EDUCATIONAL SESSIONS (SEE ADDITIONAL FLYER)	9:00-11:00AM	RM 109/316/317/322
LUNCH: CAFE OPEN NORMAL HOURS	7:00AM-8:00PM	CAFE
DINNER: CAFE OPEN NORMAL HOURS	7:00AM-8:00PM	CAFE
MANDATORY FLOOR MEETINGS	8:00PM	300 ROOMS



Athletic Director
Jerry Olson

- Women's Basketball finished 33-1 and were Mon-Dak Champions, Region XIII Champions and District Champions
- Women's Basketball advanced to the National Tournament
- Baseball finished 42-14 and were Mon-Dak Champions , Region Champions, and finished one series away from the World Series.
- MCC had 41 student-athletes selected Academic All-Conference
- MCC had 24 student athletes selected Academic All-American
- MCC Women's Basketball finished 2nd in the Nation in GPA
- MCC Baseball finished 12th in the Nation in GPA
- MCC Volleyball finished 32nd in the Nation in GPA (This is out of all Divisions of NJCAA)
- MCC is starting softball in the Fall
- Student athletes completed 988 hours of community service during the 2018/19 academic year



**Dean of Administrative Services
and HR**
Kylene Phipps

Human Resources

The Human Resources department facilitated a number of searches throughout the year adding great expertise and experience to the MCC team. Hires included:

- Kim Helmts accepted the position of Admissions Counselor effective October 16, 2018.
- Rolly Ewalt joined the maintenance staff at the Ag Advancement Center as the West End Campus Grounds Manager.
- Linda Marcil was hired as a temporary Dining Services Aide effective October 22, 2018.
- Brian Beacham accepted the position of Dining Services Director effective January 16, 2019.
- Shawna Juarez accepted the position as Head Women's Softball Coach/ Centra Assistant and joined the MCC team on February 25, 2019. Erica Dick will be joining as the Assistant Softball Coach.
- Taylor Harris was hired as the new Women's Basketball Coach effective, May 1, 2019. Lena Jaycox will be joining the Women's Basketball team as Assistant Coach.
- Robin Cusimano joins the Volleyball team as the Assistant Coach Fall 2019.
- Chris Witcher is joining MCC as the new Rodeo Coach effective July 1, 2019.
- Jerusha Shipstead has been hired as the Library Director effective June 28, 2019.
- Pauline Flotkoetter has been hired as the Director of Nursing.
- Four Clinical Resource Registered Nurse's have been hired. Shannon Holmen and Megan Schmitz have been hired for the Miles City clinical sites, Jennifer Olmstead has been hired for the Glendive, MT clinical sites and Linda Ries has been hired for the Sidney, MT sites.
- Tamara Erlenbusch joins the Dining Services team as the evening Dining Services Assistant, effective August 19, 2019.

GRANTS:

- Power Grant—an extension was filed and accepted with the new expiration date being December 2020. Funds for the grant will be available following potential layoffs at the mine and power plant.
- USDA – FINAN grant with Utah State; Snow College and MCC was denied, but a new application will be submitted this coming year.
- USDA Meat Processing Grant was submitted and currently no decisions announced, but due any day.
- NOYCE grant with MSUB and MCC for STEM education majors with focus on rural and minority teachers. This will be submitted by September 1, 2019.

What's coming up for Fall 2019 and Spring 2020!

- CCSSE Spring 2019 results – Review of survey results and dialog on next steps
- Review of Programs on status of progress with Program Prioritization Outcomes
- Review of 2017 Faculty Evaluation Process
- Faculty Professional Development – Sharing opportunities and what is learned from the conferences, research, trainings and presentations faculty are participating in throughout the year.



Dean of Enrollment Management and Educational Support Service Erin Niedge

Student Services – Enrollment Services Division **Highlights, Reminders and New Things to Know**

General Summer Enrollment Numbers/Updates

- We had a phenomenal summer, with a 16% increase in total FTE and 20% increase in total headcount. With the majority being Montana resident students, this term will be a good start towards our annualized enrollment targets.

	Summer 2018	Summer 2019	% increase
Total FTE	62.61	72.74	16.2%
Total Head- count	194	234	20.6%
Credit Hour Production	939	1,091	16.2%
MT Resident FTE	60.5	70.8	17%

- We had more continuing students enrolled compared to last summer (continuing = students that were here the previous term, so degree-seeking students who were enrolled for spring)
- Additional enrollment drivers continue to be the demand for online general education classes from high school/Pioneer Express students and non-degree seeking students from other colleges and universities. As Sarah and Loren highlighted last year, the demand/growth for online is outpacing any other category of enrollment we are seeing!

Fall Enrollment Watch List and Advising/SOAR Advising Reminders and Warnings

- We are expecting 55-60 students at Friday's SOAR session, with another 15-20 in the works completing online SOAR. Non-degree and Pioneer Express applications continue to roll in on a daily basis.
- The number of closed/nearly closed classes at this point is much higher than last year. Additional sections have been added in some areas in late spring and during the summer.
- For these reasons, please be sure to use the online schedule (not a paper printout) when advising new and returning students, and be sure to check the enrollment numbers/seats available. It will save a tremendous amount of hassle and frustration if we can route students into alternate classes BEFORE they log into Banner to register and encounter a closed class. (See screenshots)
- When appropriate, advise a student to add themselves to a waitlist, if one exists (the online/Banner schedule also shows you this). As not all waitlisted students will be accommodated, it is preferred to find an alternate course or schedule suggestion if possible.
- Advising lists for the August 30th SOAR day will be sent ASAP. A faculty/staff team pre-registered a number of students, particularly general studies students, in advance of the upcoming SOAR session. Instructions will be included for how to advise/work with those students who were pre-registered, should additions or changes need to be made.

LIBRARY:

- New Library Director and in the search process of hiring an Library assistant
- Check out the Library throughout the year, changes in the space and services are underway.
- Cost savings in reducing duplications with subscriptions were found that will enable funds to be utilized for other library services, subscriptions, databases, etc.

PBA PROCESS AND ALLOCATIONS:

- Faculty line added for Nursing/Science for Fall 2019
- Faculty line added for Psychology/Sociology for Fall 2020
- Additional funds for adjunct faculty for Business/Accounting; Agriculture/Ag Economics; short session on instruction for Colt Breaking with Equine
- Instructional item expenses covered included: Power Washer for WRC (CDL and Heavy Equipment); Raspberry Pi and Robotics lab supplies for Computer Programs and FINAN software for Agricultural Financial Reporting
- RDO five year contract for HEO equipment rentals
- Coverage of cost increases for gasoline, diesel and CDL parking lot rental
- Totaling in all \$168,000.00 investment

DISTANCE LEARNING AND LEARNING MANAGEMENT SYSTEMS HIGHLIGHTS:

- During the 2018-2019 Academic Year, online annualized FTE increased again from 89.40 FTE in 2018-19 to 97.33 FTE in 2018-19.
- Since adopting Canvas as our Learning Management System, we've seen a steady increase in online FTE (Figure 1). Summer 2015 was the first term courses were taught in Canvas.
- During the 2019-2020 academic year, weekly drop-in Canvas help sessions will be held at all campus locations to provide regular support for students.
- Starting fall 2019 the online course fee was lowered from \$35 to \$30 per credit, and the ITV course fee was raised from \$35 to \$45 per credit to better align with delivery costs.

WORKFORCE AND COMMUNITY OUTREACH:

Workforce Development

- Summer Teachers Institute June/July
13 Enrolled for OPI Renewal Units
11 Enrolled for College Credits

Community Outreach

- Kids Kollege
Fifteen course offerings = 186 Attendees
- Summer Reading Program
Two Sessions = 20 Attendees
- Summer Math Program
One Month/2 days a week = 2 Attendees
- CPR Courses
Heart saver & 1st Aid = 4 Attendees
Basic Life Support = 3 Attendees

SBDC

- Working with 9 clients for small business start-ups; All 9 are looking to get bank loans.
- Have had 6 clients start new businesses and receive a bank loans this year.
- Offering Export, Excel, and Business 101 workshops

MILES Banner Self-Service COMMUNITY COLLEGE

Class Schedule Listing

Sections Found

[Intro to Psychology - 70009 - PSYX 100 - 1](#)

Associated Term: Fall 2019

Registration Dates: Mar 21, 2019 to Sep 12, 2019

Levels: Undergraduate

Miles Community College Campus

Lecture Schedule Type

Traditional lecture or labs Instructional Method

3.000 Credits

[View Catalog Entry](#)

Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:25 am TR	Lucas Hall 108	Sep 04, 2019 - Dec 13, 2019	Lecture	Anna R Rapson (P)

Click on this hyperlink for additional section detail, including enrollment numbers, waitlist, and pre-reqs.

MILES Banner Self-Service COMMUNITY COLLEGE

Detailed Class Information

Detailed Class Information
[Intro to Psychology - 70009 - PSYX 100 - 1](#)

Associated Term: Fall 2019

Levels: Undergraduate

Miles Community College Campus

Lecture Schedule Type

Traditional lecture or labs Instructional Method

3.000 Credits

[View Catalog Entry](#)

Registration Availability

	Capacity	Actual	Remaining
Seats	30	23	7
Waitlist Seats	0	0	0

Prerequisites:

Real-time course enrollment numbers are here. Waitlist seats will be populated if there is a waitlist available.

New and of Note for 2019-2020

Academic Calendar and registration and fee payment deadline changes

- As a reminder, through the calendar approval process that happened last spring, changes to the drop/add, withdrawal, and fee payment deadlines changed beginning with the 2019-2020 calendar.
- While these were technically in effect this summer, but fall is where we will notice it the most!
- Students have 6 instructional days instead of 8 to late register for classes or drop or withdraw with no academic record generated and to receive a refund.
 - ◊ After this point, their schedules and bills are locked in, and dropped classes will receive no refund. Complete withdrawals have an extra week, and they will receive 50% refunds.
- The fee payment deadline has moved up a few weeks, and is September 13th. You should know that students will NOT receive their financial aid refunds on this date – this is the deadline to either pay in full if a balance is owed, or to set up a deferred payment contract with the Business Office.
- Students need to log into Banner Self-Service to accept charges. The deferred payment contract electronic form is now also linked from Banner.
- Financial Aid Refunds will be issued September 20th
- 30-day delayed disbursement of students loans
 - ◊ Due to our cohort default rate for FY2016, we will be required to go to a 30-day delayed loan disbursement for all first time borrowers. Though the official rates will not be released until September, we are choosing to comply now.
 - ◊ While financial aid refund checks are set to be issued September 20th, loans for first time borrowers will not be included and will be released later on or around October 11th.
 - ◊ The Financial Aid Office and Business Office are working closely on this, but you may hear complaints from students or advisees.
 - ◊ For the last year, as part of our PBA investment allocation, we have contracted with a company called Inceptia to service our loans – projections from Inceptia for the next year put us back in range for acceptable cohort default prevention rates

Timeline breakdown:

- **August 2019 to February 2020:** Collaborative efforts take place to prepare the Ad Hoc Report
- **February 1, 2020:** Draft of the Ad Hoc Report is completed for final edits and printing.
- **March 1, 2020:** MCC submits the Ad Hoc Report to Address Recommendation 1 of the Spring 2016 Ad Hoc Evaluation
- **Fall 2020:** MCC sends a cadre of individuals to the NWCCU Self-Evaluation Report Workshop that I anticipate will occur. The attendees would then collaborate to develop the plan of action for preparing the report.
- **January 2021 to February 2022:** Committees and individuals work on the self-evaluation report on the basis of the 2020 Standards and Eligibility Requirements.
- **February 1, 2022:** MCC completes its draft of its self-evaluation report to allow for final editing and printing.
- **March 1, 2022:** MCC submits its self-evaluation report to NWCCU and the members of the evaluation committee.
- **April 2022:** A team of peer evaluators come to the MCC campus in behalf of the NWCCU Board of Commissioners.

ACEN Accreditation visit to ASN Nursing Program is October 22 and 23, 2019

NAACLS – National Accrediting Agency for Clinical Laboratory Sciences is approved for 2019-2020 for Phlebotomy and Medical Lab Technology programs.



Vice President of Academic Affairs

Rita Kratky

Academic Affairs August 2019 Convocation

Highlights:

ACCREDITATION

NWCCU Ad Hoc Report next steps and timeline:

- The NWCCU stated that Recommendation 1 of the Spring 2016 Ad Hoc Report was deemed completed. However, we were told that we still needed to do further work on Recommendation 2. That requirement entails the submission of an Ad Hoc Report WITHOUT a VISIT by March 1, 2020. The recommendation we will be addressing in that report is as follows:
- ***It is recommended that the College develop consistent and systematic processes to record and document assessment practice and planning across all programs and departments. (Standard 4.A.3, 4.B.2)***

Next Steps and timeline with NWCCU cycle process and visit

- Spring 2020 Ad Hoc Report without a visit to again address Recommendation 2 of the Spring 2016 Ad Hoc Report
- Spring 2022 *Mission Fulfillment and Sustainability* Self-Evaluation and Visit
- Fall 2023 *Mission and Core Themes* Report
- Fall 2025 *Mid-Cycle* Self-Evaluation and Visit

Learning Center Updates - Disability Support Services Changes

- Anne Anderson, Director of Student Success and Retention, has taken on oversight of disability support services, replacing Jessica Lofland in this role. Over the past year (the first full year in our revised organizational chart), as both Enrollment Services/Learning Center and the Student Engagement divisions have worked to evaluate job functions, this shift became necessary as Jessica takes on a larger role within housing and student activities.
- In terms of how students and other access services, you will still refer them to the Learning Center! Anne will provide additional updates and reminders related to DSS later in our training schedule.

Job Service/WIOA Weekly Outreach in the LC

- Also in the Learning Center, we are very excited to announce that our friends at Job Service Miles City have agreed to have a staff member on our campus one afternoon per week.
- Cindy Erickson will be here every Wednesday afternoon from 1:00-4:00pm, and will be set up in an office in the Learning Center.
- Cindy will be able to assist students with WIOA eligibility and funding (this is the same grant the Guy oversaw here; it has now been condensed by the state to only authorize one provider per district – Job Service is it).
- She can also assist students with both temporary and long-term job searches (even for those looking for part time work while in school!) and can provide guidance on resumes and other job search related items for students and recent graduates.
- The Financial Aid Office and Business Office will also be facilitating referrals, particularly for WIOA funds, to Cindy during her MCC Office hours.

TRIO Grant Application

- Five years have passed since we last applied for TRIO (and were not awarded), and the award cycle will soon be open again. We plan to submit a proposal, which could result in awards of nearly \$250,000 per year and funds and services for 140+ MCC students who are low income or first generation.
- A small team, including Anne Anderson, Sarah Kloewer, Loren Lancaster, and Erin Niedege, attended a state training conference and have been working on the data analysis and proposal drafts.

Free 2 Explore and Pioneer Express Program Reminders

- We are continuing into year two of our *Free 2 Explore* program, which provides up to two free dual enrollment courses for eligible Montana high school students.
- We have many repeat students already signed up to take more classes!
- Mirroring the work happening statewide with the Montana University System's *One Two Free* program, we have seen wonderful success with this initiative. It was one of the primary reasons for our large enrollment increases seen for spring 2019.
- I would refer you back to the Free 2 Explore guidance and FAQs we released last year – the many ins and outs of our dual enrollment (including concurrent enrollment, college-credit only for high school students, Pioneer Express, Free 2 Explore, Pioneer Promise...) can be confusing. Please don't hesitate to ask questions!
- You will continue to see increased numbers of high school students in your classes, particularly your online classes.

Marketing and Recruitment Updates and Reminders

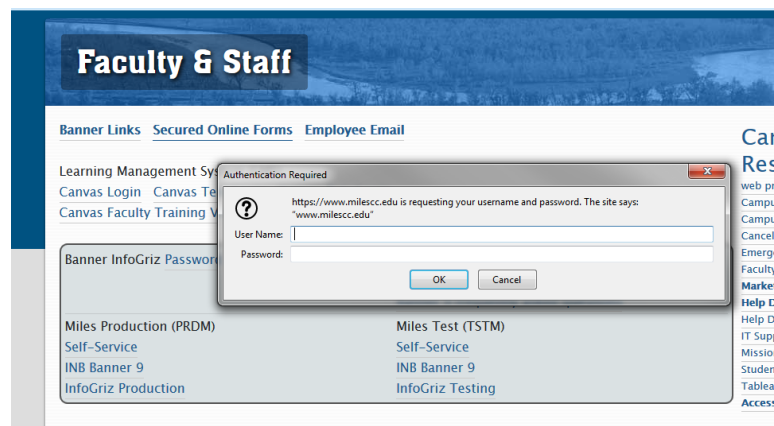
- Pioneer Preview Day Dates for the new academic year (all Mondays): November 4, February 3, and March 23.
- Tracie Vogel's replacement has been hired. The position has been re-worked and renamed slightly – Marketing and Communications Coordinator
- Billboard changes – our de-facto entrance sign at the corner of Haynes Ave and Dickinson St. will be coming down by the end of September, as we prepare to invest marketing funds in other places

Miles Community College Academic Student At Risk Report	
Submitted on February 18, 2019 at 5:10:07 pm MST	
Nature:	Student At Risk Report
Urgency:	Urgent
Incident Date and Time:	2019-02-18
Incident Location:	1st Student At Risk Report
Reported by	
REDACTED	
Email:	hardym@milescc.edu
Phone:	
Address:	
Student	
Charleigh Bradley (M14019651)	
Course Information	
Course Number (ex. WRIT 101 or ANSC 100) M 140-2L College Math for Healthcare Online	
Reason for Student At Risk Report Submission Low Test Scores	
If other, please describe:	
Additional Details/Comments Your average is 67.46. Your current grade is D+. A C grade is very reachable - that would give you Math credit to fulfill core requirements - a good thing. The B- average you would need in order to use this course for admission to the nursing program is a bit of a stretch at this point though - but possible.	
I'm glad we got to chat online during Supplemental Instruction. I think the key was lack of preparation for the exam. Take advantage of the practice tests in the future. I am glad to see you continue with the class.	
If there is anything I can do to help, please let me know.	
Have you sent an Academic Student At Risk Report for this student, for this course, in the past? No	

This level of detail is especially helpful, and gives the Learning Center team a great starting point for the conversation with the student.

Student At Risk Report Reminder (Continued)

- ◇ The sooner/more frequently you can submit, the better, as it lets us identify issues or patterns of behavior early on and create interventions early on! Don't wait until midterms or the drop deadline, as by then it is often too late for us to create meaningful interventions! If you are seeing attendance or performance issues early on, please document.
- As a reminder, you will access the Student At Risk Report electronic form from the Faculty & Staff page on the MCC website. Click on "Secured Online Forms", log in with your MCC credentials (same that you use to log into your campus computer/email) and then select "Academic Student At Risk Report".



Academic Student At Risk Report

Please use this form to identify students at risk of failing a course. Once submitted, Student Success staff will follow up with the student to offer support services.

Background Information

Instructor Name:

Instructor's email address:

Date of Risk Report (Required):

Student

Please identify the student at risk in your course. It is helpful if you use the student's legal name as it appears on your Banner course roster. Student ID number required.

Student First and Last Name:

Student ID Number (required):

Course Information

Please fill out this form as completely as possible. Details and comments provided help us provide better support to students.

Course Number (ex. WRT 101 or ANSC 100) (Required):

CRM Investment

- Identified as an investment item through the PBA Process, we will be purchasing a CRM, or Customer Relationship Management, software system. A CRM has become standard practice in the world of higher ed recruiting and marketing (and modern business in general), and we are excited about what it means for our prospect and applicant management and thus enrollment outcomes.
 - ◇ The program will also provide us data we have been missing on prospect lead management and conversion and data integration from the system into Banner.
- The CRM will allow us to communicate with prospects and students in new ways, and in ways that were impossible to do using the manual processing we have been using.
 - ◇ Refine our communications plans based on market segments and prospect/applicant personas.
 - ◇ Time communications appropriately, and customize communications based on a student's status, interest, location, etc.
 - ◇ Automate marketing campaigns and communications, from email to print and more, and measure their performance

Advising Updates

Advising Day for fall is scheduled for Wednesday, November 6th. We are excited for our second academic year with Advising Days!

- Registration will open for all continuing students on this day.
- No classes will be held. In addition to scheduled appointments with advisors, we are working on the additional student success and student engagement programming that will also be happening.

The Advising Task Force has been made a permanent committee to focus our campus work on advising.

- CCSSE results, with focused questions on advising, will be shared campus wide after the Task Force reviews them.

Advising Guides on the web

- User-friendly (for both students and advisors), electronically fillable advising sheets were a recommendation made by the Advising Task Force.
- Thanks to the hard work of Carla Cummins, they are now available!! Screen shots on how to find them, below.
- On the Degrees & Programs page, you will see 2019-2020 Planning & Advising Sheets, with a drop down menu for all programs based on degree type. You may need to try a different browser or Adobe Reader if it doesn't appear fillable.
- Please have advisees completing Intent to Graduate Forms submit these with their form



Select program from drop downs

It's fillable!!
YAY!!!

Student At Risk Report Reminder

- As we kick off a new year, with some new faculty, it is important to reiterate the value of our Student at Risk Report Process.
 - ◊ Last academic year, 491 At Risk Reports were submitted by faculty for 209 individual students
 - ◊ The sooner you submit these, and the more clear you can be with the reasons for the report and the instructions for the student, the more quality outreach and support we can provide. A great example from Dr. Hardy is included below.
- Student Success/Learning Center Staff outreach combined with the work of Student Engagement and the Behavioral Intervention Team means that we have a much clearer picture of our students and the challenges they face.
 - ◊ The goal is twofold: successful outcomes for the student and increased success rates for us as a college (retention and completion)
 - ◊ The use of these forms and the related interventions has led to a reduction in the "surprises and unknown reasons" for students on our non-retained lists. We can be more confident that we have done all we can to get students the support services they need.
 - ◊ We can pull reports on all students to see where they are having multiple issues – example: academic reports + conduct issues in Pioneer Hall.