

To: Deputy Commissioner, Dr. John Cech

From: Dean College of Technology, Dr. Marsha Riley

Date: January 7, 2012

Subject: *Comprehensive Mission Expansion Plan*

The following pages outline the mission expansion plan for MSU Billings College of Technology. The plan demonstrates support and commitment to the key purposes of the Montana University System comprehensive two-year vision. As you read the plan you will see that MSUB is enthusiastic about the future expansion and has made every effort to design an inclusive proposal for creating student and community success.

In our examination of the element of *Transfer Education through the Associates Degrees* we find that although the COT has strong career and technical education programs this is not the case with transfer education. There is work to be done to bring transfer degrees to the COT, plan for enrollment growth, and consider the fiscal resource impact.

As for the element of *Workforce Development Including Certificates and Associate of Applied Science Degrees* we believe the current robust offerings are consistent with the needs of the community however continuous review is essential through the help of the Program Advisory Committees. On the contrary, improvements are needed in our system for offering workforce training. Here we have proposed securing stable funding for the Coordinator who currently is paid through grant funds and next writing a strategic plan that includes and integrates MSUB's Community Outreach Office.

The College of Technology partners in delivering *Developmental and Adult Basic Education*. In our plan we focus attention on an integrated systematic process for delivering pre-college reading, writing and math classes. Likewise, we will continue our partnership with the School District to deliver on-site ABE to our community. These also connect to the element of *Lifelong Learning* as our plan investigates developing a scheduling model that is appropriate and timely for all students and potential students.

Lastly, we note that excellent work has been accomplished to address the element of *Community Development*. Our plan encourages that we press forward to enhance current projects and expand to reach deeper into the communities that we serve.

MSUB College of Technology is pleased to present this Mission Expansion Plan and welcomes comments and questions from your office.



Montana State University Billings
College of Technology
Implementation Plan
Fall 2011

Montana University System - Montana's two year education is centered on the attributes of the comprehensive community college mission and is committed to providing:

- Transfer Education through the Associate's Degree

Initiative / Action	Collaborators	Timeline	Current Status
Expand General Education Course Offerings Increase course offerings delivered on the College of Technology campus to include general education core; Global Academic Skills, Natural Sciences, Social Sciences, History & Cultural Diversity, and Arts and Humanities	-MSUB College of Arts & Sciences Department Chairs, CAS Dean -MSUB College of Technology Associate Dean, Dean and Department Chairs	Fall 2012 – expanded offerings begin Goal – Increase opportunities for new students wishing to participate in two-year education	Limited gen eds available. Gen eds needed for AAS available at COT and some gen eds for AS available at COT. Students must take gen ed on-line or on main campus
Evaluate Existing Student Services Related to Transfer Education	-Student Services Task Force (Chair Dr. Rita Kratky). Members; Academic Support Center, Student Health Services, Career Services, New Student Service, Retention, Student Life, Advising	February 2012 (convene) Goal – Evaluate strengths/weakness for potential growth; develop needs assessment plan. Review fiscal resource needs.	On campus services available for admission, advising, registration, academic support, career counseling, health services, testing and library
Establish Academic Support Planning Team 1) Examine & coordinate course scheduling 2) Investigate transitions from pre-college courses to college level courses	-ASC Director Ben Barckholtz -Vice Chancellor Klippenstein -Provost Pagano -COT staff of ASC -COT Associate Dean, Department Chairs	February 2012 (convene) Goal – Serve student needs. Determine if barriers for pre-college to college classes	Academic Support Center scheduling originates at MSUB main campus independent of other COT academic scheduling.
Increase Access & Opportunity for Underserved Identify underserved populations. Consider TRIO application in 2014	-COT Team -Community Partners -MSUB TRIO Staff & Veterans Upward Bound	May 2012 Goal – Increase enrollment	Recruiting services administered centrally at main campus

- Workforce Development Including Certificates and Associate of Applied Science Degrees

Initiative / Action	Collaborators	Timeline	Current Status
Workforce Development Secure funding for full-time coordinator	-MSUB Budget Committee	December 2011 (request submitted)	Position funded through grants
Workforce Development	-COT Coordinator	March 2012	Services provided in

Develop Strategic Plan that integrates with MSUB emerging <i>Community Outreach Plan</i>	-MSUB Outreach Office	Goal – Systematic, coherent services accessible to public.	response to industry requests
Workforce Development Build regional partnerships Utilize available equipment and resources	-COT Coordinator -Regional Economic Development Councils -Montana Higher Education Institutions	January 2012 Goal – Increase use of services and recognition within the region.	Good partnerships in place.
Workforce Development Create an internal culture of responsive customer service	-COT Coordinator -COT Staff -MSUB Registrar -MSUB Community Outreach Office	July 2012 Goal – Valued as part of “what we do.”	Services not as clearly communicated as could be.
Two-Year Education for Immediate Employment Examine and review existing AAS degrees	-COT Career and Technical Faculty -COT Program Advisory Committees -School District High Schools	Ongoing Goal – Maintain relevance and rigor.	AAS – 30 degrees AS – 4 degrees Certificates – 15 Note: AY2010-2011 AAS/AS/Cert Degrees Awarded 241
Certificates and Associate of Applied Science Degrees Review publications, print material, on-line brochures	-MSUB Public Information Office -COT Team	March 2012 Goal – Limit complexity and increase recognition	MSU Billings PIO leads marketing and publications.
Certificates and Associate of Applied Science Degrees Revisit and renew high school partnerships & articulations	-Billings High Schools -Regional High Schools -COT Faculty -Big Sky Pathways Staff -MSUB Registrar -COT Recruiters /Advisors	February 2012 Goal – Increase enrollment.	Good working relationships with K12. Many articulations are not current.

- Developmental and Adult Basic Education

Initiative / Action	Collaborators	Timeline	Current Status
Developmental Education Explore serving a more comprehensive role in planning and delivery of pre-college level courses	-ASC Director Ben Barckholtz -Vice Chancellor Klippenstein -Provost Pagano -COT Staff of ASC -COT Associate Dean, Department Chairs	AY 2012 – 2013 Goal – Systematic plan that supports degree completion.	Academic Support Center scheduling originates at MSUB main campus independent of other academic scheduling.
Adult Basic Education Continue partnership with school district for the delivery of on-site GED preparation courses	-MSUB COT -School District	On-going Goal - Increase public awareness of on-site services.	Full-time daytime program offered through School District
Adult Basic Education – School District Partnership Explore extended hours for ABE (funding concerns)	-School District -MSUB COT -MSUB Library Director -COT Student Services	May 2012 Goal – Increase access & opportunity	Full-time daytime program offered through School District

- Lifelong Learning

Initiative / Action	Collaborators	Timeline	
Develop Scheduling Model that Meets Learners' Needs	-COT Department Chairs -COT Associate Dean -MSUB Dept. Chairs -COT Academic Advisors -COT Career Services -COT NSS Recruiters -COT Student Feedback	Fall 2012 Goal – Systematic & comprehensive	Courses scheduled with Department Chairs
COT Workforce Development Office Strategic Plan to include non-credit classes	-COT Workforce Development Coordinator -COT Administration -MSUB Downtown Campus	May 2012 Goal - Valued as part of "what we do."	Very few non-credit courses offered other than customized business requests.
Examine Communication Channels	-MSUB Public Information Office -COT Department Chairs -COT Program Advisory Committees	Fall 2012 Goal – Limit complexity and increase recognition	Non-credit classes advertised through various channels in non-systematic method

- Community Development

Initiative / Action	Collaborators	Timeline	Current Status
National Advisory Board Meeting 3 Times Per Year Continue & reinforce appreciation of volunteer board	-COT Faculty and Staff -NAB Members	January 2012	National Advisory Board has been in place many years.
Enrichment Series Formalize process for an annual community workshops	-COT Workforce Coordinator -COT Administration -COT Faculty -COT Student Services	Fall 2013	No workshop currently in place.
Continue <i>911 Memorial</i> Education Project	-COT Students -MSUB COT Faculty -National Advisory Board	February 2012	Memorial completed and dedicated Fall 2011