



# The University of Montana – Helena

COLLEGE OF TECHNOLOGY

**DATE:** April 23, 2012

**TO:** Board of Regents

**FROM:** Daniel J. Bingham, PhD  
Dean/CEO  
UM-Helena College of Technology

**RE:** Campus Update Report for the May Board of Regents' Meeting

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- Academic Affairs has been leading the Institutional Accreditation & Assessment Committee and has completed the 2011 10- Year NWCCU accreditation recommendations.
  - Academic Affairs received the following awards/recognitions: LPN NCLEX pass rate remains at 100%, the RN NCLEX pass rate is 86% (3 year average of 96%), recognized for ten years of participation in CCNA CISCO Academy ( Spring 2012) and successful award of Title II Improving Teaching Quality Grant (UM Helena \$288,000).
  - UM-Helena received a number of donations including Boeing tools and supplies, a fire engine for the Fire and Rescue Program, nursing equipment, and computer technology equipment.
  - The following positions have been newly created to support Academic Affairs: three full time faculty, and a water resource/geoscience coordinator.
  - Faculty and staff presented at a number of state and national conferences including, Association of Women Geoscientists ( International Grant Workshop, Hartford, CT- March 2012); Montana Nurses Association Annual Conference; Midwestern Higher Education Alliance Annual Policy Meeting; Extended Learning Institute ( New Visions of Learning in a Networked World); and College!NOW Annual Teaching and Learning Conference.
  - UM-Helena has developed and is in the process of implementing the following certificate programs: Geotechnician Certificate, E-Learning Certificates Level 1 and 2.
  - UM-Helena developed new courses in Organic Chemistry, Education, Criminal Justice, Geography with Lab, American Government, E-learning (8), Geoscience(4), Information Literacy and Music.
  - UM-Helena provided 104 Area teachers with Continuing Education Renewal Units (since February 2012). The College developed new partnerships with Boston Reed, Carson Dunlap, and UGot Class. Continuing Education also created and offered professional courses in Medication Aid and Clinical Medical Assisting.
  - Online education increased usage of the Learning Management System (Moodle) for supplemental course shell usage: Spring 2011 comparison to spring 2012 established a 161% increase in online enrollment.
  - Academic Affairs increased Moodle online and blended course offerings to student population: Spring 2011 compared to Spring 2012-increased course offerings by 17 courses.
  - Academic Affairs also conducted six 1/1/2 hour training courses instructional design for faculty, staff and adjunct faculty within the University of Montana-Helena system: conducted four 8-hour instructional hybrid online training sessions for faculty and adjunct faculty to provide certification to teach within the Moodle system; and implemented and established the use of Camtasia lecture capture software on the UM-Helena campus followed by seven 1 hour training sessions for faculty.

- Academic Affairs sponsored nine professional development events that included the Training of Trainers for 43 workshop leaders in February 2012; nine Writing Assessment Workshops for 287 K - 12 teachers, college instructors, and pre-service English teachers at regional sites in March 2012; and collected and scored 7,410 persuasive essays from 141 high schools.
- Under the MUSWA grant project, UM-Helena also secured nationally-known speakers and cosponsorship from the Montana Association of Teachers of English Language Arts Plans for The Montana Writing Summit: Sustaining Gains set for September 23-25, 2012 in Helena, MT.
- UM-Helena also submitted a new Title II Grant Proposal to help teachers prepare for the Common Core State Standards, stressing literacy across the content areas and using digital research to support argumentation.
- The UM-Helena Computer Technology program has reached agreement with Helena High School on career pathway for high school students to attain a Computer Programming AAS degree. This agreement was reached as part of the Montana career Clusters/ Big Sky Pathways project.
- Academic Affairs has developed assessment instruments including a revised faculty evaluation tool, a formal grade appeal process, student learning outcomes document, promotion, tenure, and professional development rubrics/processes, program review forms, and independent study process for offering courses. Academic Affairs also revised a MUS rubric to reflect the ACT+Writing rubric.
- Academic Affairs developed a long range academic planning process as a comprehensive community college.
- UM-Helena hosted 110 pipe welders for recertification.
- UM-Helena's Airport Campus hosted a community open house in March 2012. Nearly 150 attendees were given tours of the newly remodeled facilities and viewed programmatic demonstrations performed by students.
- UM-Helena hosted one faculty Tenure and Promotion Seminar and is planning a second seminar on May 7<sup>th</sup>.
- UM-Helena hosted a Writing Assessment Workshop for 43 area secondary teachers.
- UM-Helena hosted a Career Fair in April 2012 for students involved in Machining, Welding, and Aviation Technologies.
- UM-Helena hosted Kay Ryan, United States Poet Laureate 2008-2010 for a seminar with students and a luncheon with poets of the greater Helena community on April 24<sup>th</sup>.
- Faculty presented at Chinese Heritage Day (open to the community) in April.
- New topics in teaching workshops: Alternative Learning Models, Using Clickers in the Classroom, Flipping the Classroom, Lecture Capture Software Applications.
- Disability Services created an institutional accessibility web page in April.
- The Director of Disability and Veterans Services, Cindy Yarberry, has been working with students with disabilities to help them enter the job market; several already have procured employment.
- Dave Wirtz from the Veterans Administration spoke at the most recent UM-Helena Veterans Advisory Council.
- The first TRiO cohort had 90% of its students in good academic standing (80% required by grant with 2.00 GPA) for Fall 2011.
- The first TRiO cohort had a 98% persistence rate (50% rate is required by the grant).
- As of Spring 2012, the TRiO program has 135 students in it. (Grant requires 126 to 154 students).
- The Advising, Learning and Career Center organized current student advising and registration and assisted faculty in advising current students in General Education.
- The Advising, Learning and Career Center and TRiO staff answered registration questions from students at the Airport Campus in March.
- The Nursing Department and the Advising, Learning and Career Center sponsored a recruitment fair for practical and registered nursing students. The Recruitment Fair was held April 24<sup>th</sup> in the Donaldson Building.
- The Career Services Coordinator, working with Boeing, presented a Career Fair, at the Airport Campus for students in Computer Aided Machining, Welding, and Aviation.
- In preparation for the Boeing Career Fair, the Career Services Coordinator, Alan Thompson held resume writing workshops and workshops on using Boeing's website to apply for jobs.

- On April 25, the Career Services Coordinator, Alan Thompson and Librarian Andrea Mott hosted a career workshop on "Social Media for Job Seekers."
- Registrar and Director of Admissions and Records, Sarah Dellwo, reports that UM-Helena has 239 degree candidates for graduation Spring 2012.
- UM-Helena has had a 51% increase in graduation applications over the last five years.
- Financial Aid has disbursed over \$11 Million to students for the 2011-2012 academic year.
- Financial Aid is ahead of last year in sending out aid packages for Fall/Spring 2012-2013.
- Financial Aid is using mid-term grades to help work through unofficial withdrawals.
- The Director of Financial Aid, Valerie Curtin, presented new changes in Satisfactory Academic Progress (SAP) and new financial aid requirements to faculty at the Donaldson Campus and at the Airport Campus.
- Financial Aid staffs are creating new processes in Banner to accommodate new federal regulations for verifications and SAP.
- On April 12<sup>th</sup>, UM-Helena's Diversity Committee hosted Chinese Heritage Day. Disability and Veterans Services Director Cindy Yarberry coordinated the program. Presentations included talks by Dr. Ellen Baumler, of the Montana State Historical Society; Crystal Wong Shors, a Helena businesswoman and Kim Haughee, Instructor of Mathematics at UM-Helena. Ellen Baumler spoke about the Chinese history in Montana; Crystal Wong Shors talked about her family's experiences in Helena; Kim Haughee spoke about her transracial family. Alex Jardon, alumnus and adjunct instructor at UM-Helena gave a Chinese kenpo demonstration. The UM-Helena Coffee Kiosk served samples of Chinese tea; the cafeteria served Chinese food; and a local Chinese restaurant provided samples for tasting. Members of the UM-Helena community shared some of their antique and modern Chinese items; these items were displayed in the lobby. Those people born in the Year of the Dragon received special souvenirs. Over 100 people from the campus as well as community visitor attended.
- Open House at the Airport Campus reached out to the Helena community and was hosted on March 8, 2012. Approximately 125 people attended and were able to see recent renovations to the building. The renovation added 13,003 square feet to create a building of 88,801 square feet. New boilers, a new efficiency water heater, high efficiency T-5 light fixtures and new air handlers all contribute to an efficient building that is digitally controlled by an energy management system. Students and staff from both campuses were on hand to explain the renovations and give tours. Attendees were able to observe students using Computer Aided Machinery, visit the Trade House built by construction students, watch a welding demonstration, view airplane engines and frames, see diesel trucks and the tools used to diagnose and repair their engines and see a state of the art automotive lab. UM-Helena staff from both campuses visited with members of the community who attended UM-Helena in the past. Interior Design and Space students displayed their room designed using computer programs and theories learned in their program. One alumnus reminisced about this time in the radio repair program; another talked about being a high school student and being able to take classes in the auto program. Visitors expressed delight in the modern look, the contemporary machinery, and the student projects.
- The project to re-pave a portion of the parking lot at the Donaldson Campus will begin in May.
- The HVAC upgrade at the Donaldson Campus is complete. The upgrades should generate energy saving to the college.
- The installation of the Voice Over Internet Protocol (VOIP) has begun. It is anticipated to be complete by the beginning of Fall semester.
- The Library Administration conducted a faculty user satisfaction survey and a student user satisfaction survey in April.
- The Library hosted two meetings of the Library Advisory Committee to review semester and annual reports, procedural changes and to discuss some long range planning for the library program.
- The Library administration completed two reports each semester to the Student Senate, to highlight new resources and summarize how students are using the library and its services.
- The Library Academic support initiated semester newsletter to faculty.
- The Library Academic support maintained 21 reserved collections: Introduction to Shakespeare, Intro to General Chemistry, College Chemistry, Art Fundamentals, LPN to RN Transition, Library Research Skills, Accounting Portfolio, Art History, Visual Language 2 D Foundations, Human Anatomy and

Physiology II, Business Plan, Intro to General Chemistry, Intro to Organic and Biochemistry, College Chemistry II, Intro to Public Speaking, Intro to Creative Writing, American History I, Enjoyment of Music, Intro to Nursing, Fundamentals of Organizational Psychology and Intro to Sociology.

- The Virtual Library added HomeworkMT an online live tutoring.
- The Virtual Library added 24 LibGuides to the library website, giving discipline and program specific research guidance to students.
- The Virtual library implemented an open URL link resolver ( Serial Solutions) to seamlessly link our full text content across platforms, vendors and free websites ( PubMed, Google Scholar).
- Redesigned the Library homepage on the Website, ranking it 3<sup>rd</sup> in UM-Helena use right behind the college's homepage and My UMH.
- The Virtual library added Facebook page to alert students to library services and resources.
- The Virtual library added Credo Reference and integrated with existing resources.
- The Virtual library activated Interlibrary Loan (LLC) online request form.
- The Virtual library added 22 new electronic database3s to library resources on college website.
- The Library created and delivered new 2 credit course, Library Research Skills, LIBR121.
- The Library provided 39 instructional hours in classroom with an assignment integrated into all instructional session. A total of 664 (30% of FTE) students were provided classroom library instruction.
- The Library tutored 30 students in individualized "Book a Librarian" sessions.
- The Director of Library Services participated as a discussion leader, "What are you reading...and how are you reading it"? Helena Education Foundation – Great Conversations, Nov. 16, 2011.
- The Director of Library Services met with candidates for the Dean of the Maureen and Mike Mansfield Library, April 18, 25, 2012.
- The Director of Library Services and Librarian attended Montana Academic Libraries Symposium, Bozeman MT May 7-8, 2012.
- The librarian attended Montana Library Association, Academic & Special Libraries Division Retreat, Pray, MT, October 16-17, 2011.
- The librarian attended Montana Library Association, Annual Conference, Big Sky, MT, April 11-14, 2012.
- The library assistant took an online course through UM, "Curriculum & Instruction 480: Collection Development," Fall, 2011.
- The Library hosted Kay Ryan, United States Poet Laureate 2008-2010, for seminar with students and luncheon with poets of the greater Helena community, April 24, 2012.
- The Library participated as an institutional sponsor in city-wide BIG READ of Fahrenheit 451. Distributed 130 free copies of the book and held a book discussion group attended by 19 students, faculty, staff and community members.
- The Library produced several book displays on timely topics, including Study Skills, Fahrenheit 451 & Censorship, Big & Beautiful (Oversize books), Women's History, Poetry, Veterans & Wars, Science, Leisure Reading for Semester Break.
- The Library installed new reference shelving range and additional shelves in non-fiction for a total gain of 150 linear feet of shelving. Shifted collection accordingly.
- The Library designed workspace and solicited bids for Library Workroom.
- The Library created a proposal and solicited support for magazine collection at the Airport Campus.
- The Library administered Standardized Assessment of Information Literacy Skills (SAILS) to 132 students. Test will be used as a baseline to measure student change in performance before graduation.
- The Director of Library Services served on two institution-wide committees: Budget and ASCAR.
- The Director of Library Services served on ad-hoc Accreditation Committee, Spring 2012.
- The librarian served on two institution-wide committees: Enrollment management and IT Committee.
- The librarian assistant served on two institutional committees: Budget Committee, Quality of Work life: also served as Vice President/Treasurer of Staff Senate.