

**The Bitterroot College Program of The University of Montana  
Meeting Notes: Thursday, October 1, 2009**

The Steering Committee of the Bitterroot College Program of The University of Montana met on Thursday, October 1, 2009 from 10a – 12:30p at the Carriage House Annex in Hamilton. The meeting was chaired by Academic Vice President and Provost Royce Engstrom. In alphabetical order, attendees include: Sharon Alexander, Katelyn Anderson, Tim Bronk, Victoria Clark, Royce Engstrom, Chuck Jensen, Mary Moe, John Robinson, Dixie Stark, Lynn Stocking, Patricia Wilson. Excused were Carlotta Grandstaff and Rick O'Brien.

Public members included: Becky Hulen, Breanna Roy, Will Moss, Adam Painter, and Donald Delauder

Provost Engstrom introduced the new Interim Director Victoria Clark. Under "announcements" the Chair noted this was a public meeting and that we would follow Robert's Rules of Order. He noted that the committee would accept public comments at the end of the agenda, however, individuals could make public comment as items were discussed. Dean Sharon Alexander agreed to take notes of the meeting in the absence of a note taker.

The meeting notes from May 20 were discussed and approved with the following changes/additions adopted for the last sentence under item #3, Fall2009 Offerings: *Although Frank Laurence introduced a separate list of courses for fall and spring which were heard by the Steering Committee, the committee ultimately voted to approve the slate of courses as prepared by Lynn Stocking.* Mary Moe moved that the notes, with the changes, be accepted; it was seconded by Dixie Stark. The motion carried.

Significant discussion occurred under the item: Interim Director's Report. The following represents the outcomes of the discussions:

- a. Course enrollments for fall semester were reviewed. Interim Director Clark plans to review current UM students residing in Ravalli County to determine the exact number as well as to include them in future mailings related to BCP courses.
- b. The FY 10 budget was reviewed. The projected \$37,900 deficit will be covered by UM, however, it may not be as large as projected since these numbers project the balances at the end of the first quarter. Dixie Stark inquired as to the possibility of local foundations contributing to the BCP; depending up the nature, generally gifts go through the UM Foundation.
- c. Interim Director Clark noted the various meetings she had attended including the Executive Officers, Academic Officers and Student Affairs.
- d. Interim Director Clark provided an "issues update" at the Ravalli Economic Center, including IT connectivity as well as security, student services, library, textbooks, student computer lab and a student study area. There was considerable discussion regarding how these services were handled at other places, for example: the Libby campus of Flathead Valley Community College and the Lewistown campus of MSU-Northern.

There was also discussion about how to best advertise the BCP and how to engage potential learners in the valley. One suggestion by Mary Moe was to be engaged with the Montana Career Information Systems "Pep-Talk" program which merges the aspects of Job Service, GED and post-secondary institutions in one-stop shopping for non-traditional students. There is a training opportunity November 19 and Interim Director Clark was encouraged to attend.

Under the topic of "open issues" or "old business" the discussion focused on Steering Committee leadership. Originally, the plan was to have the Interim Director chair the committee, however, there were differing points of view related to the efficacy of continuing this plan and suggestions were made to identify a "local" person to be Chair with a UM person serving as Vice-Chair. While after much discussion it was generally agreed that having a local Chair and a UM Vice-Chair for the committee would be beneficial, the actual selection of officers was postponed until the next meeting.

Under new business, Interim Director Clark noted that the major focus would be on identifying and marketing courses while enrolling students in spring term courses by the October 21 deadline. The committee discussed the underlying principles for course identification and gave approval for the Interim Director, in close collaboration with the Associate Dean of the College of Technology, to determine both spring and future credit offerings. The principles agreed upon by the Steering Committee included the following:

- Developmental courses
- General education courses
- Program based courses

Patricia Meakin Wilson queried the status of non-credit offerings. In subsequent discussion, it was determined that it would be best to continue with the CNA courses but to wait to sponsor other noncredit programs until the needs assessment has been completed and Interim Director Clark meets with adult education providers to explore opportunities to collaborate. The Interim Director agreed to provide the Steering Committee an update on the courses via the BCP website. Sharon Alexander moved and Patricia Meakin Wilson seconded that the outlined principles be approved and that the ID move ahead with spring course identification. The motion carried.

The needs assessment was the next discussion item and the Interim Director noted that she had begun focusing on the following action items:

- Review the current demographic including existing students from Ravalli County in the UM system
- Conduct an internal and external environmental scan
- Determine a general sense of direction
- Gather sampling statistics through surveys
- Hold conversations with local businesses, service clubs and educators

In looking at "best practices" in the state, the following were also recommended:

- Gallatin Valley Environmental Scanning Report 2006
- Jane Karas, President of FVCC related to her "community conversations"
- The Master Plan for Community Colleges in Montana

The group next debated the efficacy of holding online discussions between monthly meetings. There were varying points of view related to security issues; the fact that the group is committed to having public and open access discussions; and time commitment. It was agreed that the Interim Director would consult with UM's Legal Counsel to determine how or if concerns could be addressed and that there would be no action prior to the next meeting.

Chair Engstrom asked for public comments, there was one: Becky Hulen made the statement that the CNA program was an excellent example of how programs provide a ladder for individuals in the Valley to move ahead, citing that from the CNA, one could move to the RN and the BSN. She indicated the BCP, if successful in this endeavor, could be the "go-to" place for education in the valley.

The next meeting of the Steering Committee will be Monday, October 26 from 2-4p at the Annex. The meeting was adjourned at 12:30p.

Respectfully submitted,  
Sharon E. Alexander