

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 Associates 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 | Gen eds needed for AAS available at COT and some gen eds for AS available at COT. Offerings are limited thus must take gen eds on-line or on main campus |
| Evaluate Existing Student Services Related to Transfer Education | -Student Services Task Force (Chair Director COT Student Services). Members; Academic Support Center, Student Health Services, Career Services, New Student Service, Retention, Student Life, Advising, Registrar | 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 -Vice Chancellor for Student Services -Provost -COT staff of ASC -COT Associate Dean, Department Chairs | February 2012 (convene) Goal – Serve student needs. Determine if barriers exist for pre-college to college transition | 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, MSUB 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 Develop Strategic Plan that integrates | -COT Coordinator -MSUB Outreach Office | March 2012 Goal – Systematic, | Services provided in response to industry |

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| with MSUB emerging <i>Community Outreach Plan</i> | | coherent services accessible to public. | 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 -Registrar | 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 -Vice Chancellor for Student Services -Provost -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 need for extended hours 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 annual community workshop | -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 |



Estimated Resource Needs
Implementation Plan
February 2012

Personnel – Faculty

Annual On-Going

- To support Transfer Education as well as growth in new programs

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|--|------------------------------------|
| Part-Time Faculty Wage Pool | \$120,000 |
| Full-Time Faculty Position (2012/2013) | 55,000 (does not include benefits) |
| 2013/2014 Full-Time Faculty | 55,000 (does not include benefits) |
| 2014/2015 Full-Time Faculty | 55,000 (does not include benefits) |

Personnel - Staff

Annual On-Going

- To support Transfer Education through Associate's Degrees

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| Library Staff Technician | \$ 25,000 (does not include benefits) |
| Student Services Advisor | 30,000 (does not include benefits) |
| Part-time Staff Pool | 20,000 |
| - To support Workforce Development and Lifelong Learning | |
| Workforce Development Staff | 35,000 (does not include benefits) |

Marketing

Annual On-Going

- To support credit offerings, workforce offerings, community development

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| Advertising | 35,000 |
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Total Annual Resource Needs \$430,000 + Benefits

Additional Costs

Signage, Webpage Redesign, Supplies

To Be Discussed within All COTs Amount To Be Determined