1. Everyone introduced themselves

2. Provost Arnold announced there will be no Provost Council held in December of 2019, or May of 2020. Meetings have been therefore cancelled, accordingly.

3. Joann Stryker offered a presentation on where to find Appropriate Census Information.
   a.) Information available is Fall Campus Census Information
   i.) All Campus Information/Institutional Information Research Census has a Box Folder

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**Fall 2019 Census Information**

Box Folder - Admin General

**All Campus Information\Institutional Research\Census\Fall\2019**

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b.) Tableau User Group
   
   Purpose is to provide access to basic university datasets allowing MSUB units:
   - to address basic ad-hoc needs in-house
   - an exploratory, interactive interface with standard MSUB datasets
   - to provide design input for standardized institutional data applications
   
   The limited roll out will allow determination of best practices as well as allowing for the Following:
   - Identify appropriate assignment of Tableau Desktop vs Enhanced Tableau Server access
   - Determine streamlined datasets for reporting
   - Improve standard dataset documentation for end users
   - Develop standard Tableau documentation practices for MSUB
   - Develop standard Tableau design practices for MSUB
Tableau User Group

Desktop Licenses

Statewide Tableau Server Contract

Pilot with 2 users from each Division
Thomas Martin, Mariah Schilt
Morgan Prevost, Nahalia Silva
Heather Hanna, Malia Dahl

4. Joann covered the aspect of the Vast Areas of Information, and asked for the Council’s input pertaining to how MSUB information should be presented internally so we are speaking with one voice:

Presenting MSUB Information

✓ Enrollment Reporting Structure
✓ Retention
Dr. Craig questioned why the change.

Joann replied that Structure was needed. Students didn’t belong in the categories to which they were listed in Banner.

Dr. Johannes responded with a for instance pertaining to Pre-Nursing, being in the wrong category, and therefore not being able to be tracked.

Dr. Craig asked if Tracking was the issue, and if so, who is responsible?

Dr. Toenjes asked if the answer is to send the information to the Program Director?

Provost Arnold offered that she prefers ONE Method of Reporting. Her recommendation is and follows: Agenda for another meeting with all Deans, Joann Stryker, Cheri Johannes, Kim Hayworth, Susan Simmers, Kathleen Thatcher, and Provost Arnold: Discuss Direction to take Reporting. Also noted for discussion is the comparison of MSU Billings Retention numbers verses MUS’s reported #’s.

Dr. Johannes noted that Assignments are being made to departments, and then are being changed. Changing the Department Structure changes the entire perspective of the structure of every department. She suggested that a look at the bigger picture and Data Structure, is necessary. Provost Arnold mentioned that this needs to be used to bookmark the STRATEGIC PLAN. It can’t work if we are reporting, then changing, and reporting, then changing.

The discussion, led by Joann, then traveled towards the two different standards regarding reporting of retention, and standards required to maintain 4-year status: Internal Retention Standards, and Federal Retention Standards.
Internal Retention Standards:
Based on Population, Time Frame, and Criteria

Federal Retention Standards:
Based on whether you are a 4-year institution, Fall to Fall Census, and Performance based Funding Rates.

Given all the differences in standards, Dr. Hayworth announced MSU Billings’ enrollment was up by 101 Students. Freshman Fall to Fall Retention is up by 3.3%, and up 57% for a 5-year average. In Fall of 2018, we fit the Freshman well, and they are back.

Provost Arnold echoed Dr. Hayworth’s remarks, and mentioned retention numbers for U of M and MSU are down. She mentioned in general, our press was good, and that we are doing good things here.

The Agenda moved to OCHE, performance-based funding. OCHE does not account for Part Time Students. It caters to Traditional Institutions. Provost Arnold and Chancellor Edelman are very much proponents of promoting recognition of Part Time Students for Performance-Based Funding. It will be hare to not award MSU Billings something when our numbers are UP while the other institutions” numbers are DOWN.

The work done to retain students was put forth by MSU Billings. No Outside teams were enlisted. Dr. Hayworth thanked Faculty and Deans for Graduate Students’ numbers being up by 8.5%. Provost Arnold stated that a Director of E-Learning is necessary to continue to grow at the rate we have been growing. Great things are happening. The trajectory for Greatness is there.

Dr. Foster mentioned meeting with “Higher Ups” from the Billings Downtown Community. He reported that when he told them of MSU Billings Enrollment Numbers being up, everyone clapped.

Dr. Labach commented that the current growth is sustainable with Dual Enrollment. Provost Arnold requested that Sydney Donaldson be invited to the November Meeting.

Dr. Toenjes added that it is important to cultivate students for Spring Enrollment. Dr. Hayworth responded that they are moving forward to Spring Goals by processing Applications and supporting Student Tours of Campus. Celebrating the rise in enrollment is over. Spring is in the Forefront.

Provost Arnold added that Dual Enrollment is being managed by Sydney Donaldson.

Dr. Trier mentioned that students need a pathway so that what they are working on in High School is applicable to College goals. CTE has increased in the High Schools. Provost Arnold replied the Dual Enrollment is not the only solution. MSU Billings has to increase the number of conversions from dual enrollment to MSU Billings students.

Dr. Hayworth mentioned that 16-19% of the Dual Enrollment students are now being cultivated as Traditional Students through a direct communication Campaign.
Ruffalo, Noel, and Levitz asked for a load of data. They are our designated enrollment partner. Their Assessment is:
RNL is searching names of High School Seniors and identifying names MSU Billings should purchase. They are working on how MSU Billings can cultivate students, and access High School Sophomores and Juniors using Digital Marketing (Web Communications).
Provost Arnold stated that MSU Billings takes enrollment very seriously. The Foundation has helped. This all comes at a tremendous cost. The Foundations has been there for us. We Want to continue to build and make sure this Fall is not a fluke.

While attending an event at the Diversity Center, Provost Arnold had the opportunity to speak with a Hispanic family. She was able to discuss City College and the many job-related programs it offers.

The meeting moved to a point brought by Provost Arnold: The time for raising concerns, is at the monthly, often weekly 1-1 meetings offered for sharing information and cross pollination of thoughts. Doing so keeps us away from “Tunnel Vision.”

In conclusion, Dave Powell reiterated a concept from the Military pertaining to enrollment ... to unify and fund recruitment, come together with key players.

Darlene Hert Handed out Bookmarks.