

*Appendix A
10-26-15
Regular Board of Directors Mtg*

New Positions for Board of Director Approval-Please find below new positions written into grants that TMCC has been awarded.

Heart Project (October 1, 2015 – September 30, 2020)

Data Coordinator/Administrative Assistant (1)- This position will be responsible for all administrative support for the Director and Allied Health Programs that will include office management, preparing & submitting all purchase requisitions, maintenance, distributing and receiving all participant applications with verifying information; distribution of written reports and communications, central file creation for project activities and participant files. Responsible for all data entry reports in the PAGES system.

Career Navigator (2)- Responsible for career navigation functions including: career services, student recruitment, student tracking, intentional advising, administration of pre and post assessment and obtaining relevant data and reporting of information.

Certified Medical Assistant Instructor/Coordinator- The Certified Medication Aide (C.M.A.) Instructor/Director will develop the clinical and vocational component of a curriculum designed to assist students in building knowledge and clinical skills aimed at passing the licensing exam for Certified Medication Aide (C.M.A.). They will teach classes and provide supervision of trainees during clinical training. Assist students in registering for the North Dakota State C.M.A. licensing exam.

Certified Nursing Assistant Instructor/Coordinator- The Certified Nurse's Aide (C.N.A.) Instructor/Director will develop the clinical and vocational component of a curriculum designed to assist students in building knowledge and clinical skills aimed at passing the licensing exam for Certified Nurse' Aide (C.N.A.). They will teach classes and provide supervision of trainees during clinical training. Assist students in registering for the North Dakota State C.N.A. licensing exam.

Health and Fitness Instructor/Developer (1)- this position's contract is for the school year. The instructor/developer will hold a degree in health and fitness and at least 3 year experience in the field. The program will be accredited by the HLC (Higher Learning Commission of the North Central Association of Colleges and Schools

Basic Skills Learning Assistant (1)- Facilitate learning as a guide and a coach to assist post-secondary Heart Project students to become successful, independent learners. Provide individual and small group tutoring to students in the all basic skills areas by integrating effective study and learning strategies to maximize the student's potential for academic success. Responsible for tutoring students, researching and assisting with the implementing ways to improve the program, and attending meetings and training sessions.

Allied Health Tutor/Mentor (1)- Facilitate learning as a guide and a coach to assist post-secondary students to become successful, independent learners. Provide individual and small group tutoring to students in the Allied Health areas by integrating effective study and learning strategies to maximize the student's potential for academic success. Responsible for tutoring students, researching and assisting with the implementing ways to improve the program, and attending meetings and training sessions.

Tribal State Grant

Machinist Instructor (1)- Research and develop curriculum in Machine Tool Technology related occupations. Ability to teach and or facilitate courses related to Machine Tool Technology specific occupations. Teach students skills needed to obtain industry related certifications. Develop and teach labs for all classes and maintain inventory of laboratory supplies and equipment. Develop instructional activities, course syllabi, course outlines and other necessary teaching material.

TREND

Commercial Vehicle/Heavy Equipment Operator Instructor (1)-provide instruction to students in Commercial Vehicle and Heave Equipment Operation programs.

Evaluation Exit Report

Prepared by Dr. Teresa Delorme September 28, 2015

State Team Co-Chairs: Dr. Jeanette Hoffman, NDSU and Dr. Dahpne Ghorbani, University of Mary
State Team Members: Chris Fried – Sitting Bull College, Dr. Ann Willeson – MaSU, Dr. Lou Aronson – DSU, and Dr. Connie Frankenberry – Nueta Hidatsa Sahnish College
ESPB: Dr. Janet Welk – Executive Director and Mari Fridgen – Assistant Director

Submitted to:

Administration: President Dr. Jim Davis, VP Kellie Hall, Dean Rhonda Gustafson

Instructors/Adjunct Instructors: Kristie Dionne, Kathy Henry, Les LaFountain, Kathy Rohlfing, Janelle Wiedrich, Michelle Langan, and Renee Aaland

Administrative Assistant: Anthea Jeannotte

Here is a synopsis of the exit report presented by visiting team members. Recommendations are almost all about the evidence and all very "fixable!!"

1. We are meeting the Diversity Standard quite well. We simply are not documenting student evidence! In order to meet the assessment end of this standard, we must give assignments, score assignments, enter scores in the database, and make data accessible to the department/institute. We can also do qualitative assessments
2. The degree to which we are meeting state standards is as follows:
 - a. ECE: Some elements were met with weakness due to missing data or linkages.
 - b. ELEM ED: Standards are being met.
 - c. SEC SCI: Some elements were met with weakness due to missing data/linkages.
When comparing the syllabi to the assessments, no student results were evident. Student interviews indicated that these data have been collected. We need to find a way to monitor and store grades in order to draw comparisons in an effort to identify trends and opportunities for improvement. The team recommended we start with the writing rubric as it is already nicely formatted. We also have a well-developed research paper rubric that only needs minor tweaking.
3. It was recommended that we visit other teacher education programs in the state to see how they collect data.
 - a. Dr. Hoffman, NDSU, invited us to visit.
 - b. It was recommended that we also visit VCSU, and Dr. Ghorbani invited us to UMary to take a look at their data collection process.
Action: We are already in the process of planning the NDSU trip on October 16th. We hope to have visited all three institutes by the holiday break (Christmas). Team: Chad Davis, Terri Martin-Parisien, Kristie Dionne, Kathy Henry, and Teresa Delorme.
4. InTASC Standards 4, 5, and 9 are fully met.
5. InTASC Standards met with weakness: (Waiting for official report for details on these...)
 - a. Standard 1
 - b. Standard 2
 - c. Standard 3