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Happy New Year!

Once again, happy new year and welcome to spring semester at M State! It is great to see you all again. I hope that you had an opportunity to rest and relax with family and friends over the winter break and came back to campus ready for a great new semester. Remember to follow those rainbows I talked about at Duty Day — surely a good sign!

Sometimes we are so busy pursuing and completing our important work that we forget to stop for a bit to track what we have already accomplished. This article is intended to summarize some of the key accomplishments completed during Fall 2016. Here is a condensed list:

• Increased fall-to-fall retention rates of first-time students by 1 percent over previous year and by 4 percent over two years ago.
• Academic performance alerts contributed to an 8.5 percent drop in the number of Fall 2016 students issued warning or suspension notifications.
• Staff evaluation process and forms have been updated and improved.
• The M State Diversity Plan is active with goals being implemented, and the committee has been revitalized.
• The year-end financial statement audit was successfully completed, and the college CFI improved from 1.47 to 3.53.
• A new on-line bookstore option was implemented.
• Four hundred students across the college were awarded scholarships worth hundreds of thousands of dollars.
• Leveraged equipment funds were fully allocated totaling more than $321,000.
• All computer systems were converted to Microsoft-based network systems.
• Numerous new policies and procedures were implemented to better support data security and computing.
• The Center for Teaching, Learning and Technology was developed and implemented, serving more than 200 faculty members.
• Transfer pathways in Theatre and Biology were approved to ease transfer for students.
• New academic options such as the Supervisory Leadership program and Emerging Leaders course were developed to better connect students with employers both prior to and after graduation.
• A grand opening for the Transportation Center, which provides state-of-the-art classrooms and labs for Auto and Diesel Equipment Technology, generated more than $360,000 for those programs.
• The concurrent enrollment program continued to grow, expanding relationships with our K12 partners.
• Scrubs Camp opportunities were expanded to provide additional options for high school students.

Again, have a wonderful spring term, and thanks for everything you do to contribute to student and college success!

Dr. Peggy Kennedy
President
As we enter a new year, we hear a lot about starting over, detoxing and jump starting a new way to do something. As an academic division, we are committed to continuing the work we have started. We do not plan to start over, detox or jump start anything so that we can check a box. We are committed to staying out of the detox movement and remaining focused on our mission of excellent teaching and student success. During the fall semester, the academic division:

- Implemented the Center for Teaching, Learning and Technology and served at least 200 faculty members with questions.
- Approved transfer pathways in Theatre and Biology.
- Developed and approved the Supervisory Leadership certificate and secured 12-plus students in an industry cohort at Northern Contours in Fergus Falls.
- Partnered with the Fergus Falls Chamber of Commerce and West Central Initiative to develop an Emerging Leader course where business leaders can mentor students in a business or non-profit environment.
- Completed the Transportation Center and hosted a successful grand opening and open house.
- Restarted the Plumbing program.
- Participated in multiple transfer pathway committees (faculty and administrators).
- Partnered with the foundation to raise the maximum leveraged equipment donation amount and secured an additional $53,540 in funding. During spring semester, we will allocate a total of $321,240 in leveraged equipment funding.
- Hired a master electrician in the Electrical Technology program and a pharmacist in the Pharmacy Technology program.
- Developed a much-improved policy to deal with class disruptions.
- Developed consistent guidelines for club advisors.
- Implemented the AA After Hours program on the Moorhead campus.
- Supported the revitalization of athletic hallways and the development of a Hall of Fame.
- Piloted an ENGL 0098 ONLY requirement on the Fergus Falls campus to increase success and reduce cost in developmental courses.
- Inventoried and developed accession and preservation policies for the Fergus Falls art collection.
- Experienced continued growth in concurrent enrollment.
- Expanded involvement in Bridges program grants and governance in Region 5.
- Expanded Scrubs Camp opportunities for high school students.
- Replicated the Child Care program to Moorhead to meet regional needs.
- Implemented the M State College Academic and Technology Team in conjunction with the System Office CATT program.
Academics

• Implemented the Policy Platform to help improve and streamline the M State internal policy process.
• Enrolled 12 cosmetology students mid-semester when their for-profit cosmetology school closed.

We still have work to do! As a leadership team, we may have to turn down other opportunities, and we may not be as visible as you would like us to be on a day-to-day basis. If we are going to remain committed to our goals, we have to be diligently focused on moving the college forward. We will continue to work on the following goals during spring semester:
• Exemplify the academic division values in all aspects of our work.
• Implement Academic and SEM Plan initiatives.
• Implement a new model to build summer term enrollment.
• Assist 200-plus additional faculty through the CTLT.
• Standardize a classroom capture platform and provide hands-on faculty training.
• Institutionalize the Academic Bridge experience.
• Implement a robust and seamless process to use multiple measures for course placement.
• Develop an academic support model.
• Assign a faculty member key point of contact for every online program.
• Complete the transition from Curriculum Approval and Review Process (CARP) software to a comprehensive Curriculum Design and Management (CDM) system.
• Finalize the updated and improved performance evaluation process for faculty to support employee professional growth and development, and institutional and student effectiveness.
• Develop a business center on the Moorhead campus.
• Develop an inventory of current advisory committee processes and best practices.
• Determine equity in rental agreements with industry partners.
• Obtain Pharmacy Technology re-accreditation.
• Obtain Nursing accreditation candidacy.
• Develop the AQIP portfolio.
• Expand early/middle college program and career pathway opportunities for students.
• Identify creative ways to add certifications and camp experiences in partnership with secondary schools.
• Develop a tool and equipment inventory template and process.
• Manage the federal grants we have been awarded and seek additional grant funding.
• Create new certification and enrollment options for the Detroit Lakes campus.
• Develop a process for competency-based programs.
• Implement an assessment information system to advance the use of assessment data in decision making.
• Develop new computer programs for the Moorhead campus.
• Offer flexible training program options that meet the needs of business and industry.
Greetings, and my best to you for a meaningful and prosperous 2017. Most of my articles for the rest of the year will provide updates and insights from our AQIP journey. As you know from the December newsletter, our AQIP systems portfolio is due June 1, 2017.

Our systems portfolio is organized around six AQIP Pathway Categories:

**Category 1:**
Helping Students Learn

**Category 2:**
Meeting Student and Other Key Stakeholder Needs

**Category 3:**
Valuing Employees

**Category 4:**
Planning and Leading

**Category 5:**
Knowledge Management and Resource Stewardship

**Category 6:**
Quality Overview

For each category, M State will explain the related processes, results and improvements related using guided questions provided by the Higher Learning Commission. Throughout these sections, we shall weave in evidence and information to show how we meet the core components of accreditation.

At our January 9 AQIP Steering Committee meeting, we reviewed the draft timeline and outline for our systems portfolio – exciting! I’d like to thank the members of the AQIP Steering Committee for contributing their time, expertise and input as we take the next leap with our AQIP journey.

Thank you to the AQIP Steering Committee members
Angela Mathers, Ann Olson, Holly Doyle, Jennifer Jacobson, Karen Buboltz, Katie Trombley, Lynn Kaiser, Marcus Lacher, Megan Adamczyk, Peter Wielinski, Shawn Anderson, Steve Erickson, Rebecca Matinda
Improving student persistence and completion, part IV

In the fall issues of this year’s newsletter, we examined our opportunities, plans and research-based best practices in improving student persistence and completion. Again, we’re looking through a lens of pin-pointing the problem prior to embracing a solution.

With this issue of M State News, we will conclude our attention on which research-based best practices we are embracing as a college as well as within our campus Academic and Strategic Enrollment Management plans.

Many of the efforts we have in place have definite ties to research-based best practices. These initiatives cover academic goal setting and planning, academic alert and intervention, and tutoring. We focused last time on the impact of academic goal setting and planning on retention. In this month’s article, we’ll look at the plans we have in place to improve our academic alert and intervention as best practices.

Best Practice: Academic Goal Setting and Planning

The Center for Community College Student Engagement identifies academic alert and intervention as a process by which “faculty members identify students who are struggling and notify others in the college who step in to support the students.” In its 2012-2014 A Matter of Degrees publication series, CCCSE goes on to say that “when colleges make students aware of their academic difficulties, students are more likely to persist over the long term.”

Studies conducted by the CCCSE show that the first line of action by the majority of faculty is to communicate directly with struggling students, either during class or outside of class. However, many students experience difficulties noted by faculty where additional support and intervention is needed. Faculty are often the first to note that the student is in need of assistance with time management, study skills or additional tutoring in order to improve class performance. Other times, faculty keenly identify when a student is in need of career or personal counseling, financial aid guidance, or college social worker support with homelessness, food insecurity or transportation issues.

Specific orientation to the M State academic alert system can be found in the Employee Portal (Files & forms > Academic Advising Tools). The orientation answers the following questions:

• What are academic alerts?
• What are the goals of an academic alert system?
• What does the alert process look like?
• Where can I find the Academic Alert System?
• How do I enter an academic alert?
• How will I know what was done with my alert?
• What are the alert types?
• What does a helpful/not-as-helpful comment look like?

Access to the system itself is also within the Employee Portal (Resources > Performance Alert System).

While there are no specific initiatives on the campus Academic or SEM plans to improve on the academic alert process, we are engaged in a college-wide effort to update the current system and increase not only the number of faculty using the alert system, but also to increase the percentage of alerts being acted upon with responses sent to faculty to close the loop on what happened with the student. We’ll soon be looking at the data for our Fall 2016 performance and sharing that with the college community.

Obviously, the earlier an alert is submitted, the more effective the intervention can be on setting the student on a path of academic success. The longer we wait to submit an alert and the longer we wait to act upon the alert, the less likely we are to successfully address students’ needs.

Next month, we’ll take a look on the predictive analytic reporting pilot project we’re part of and begin looking at what our acceptance into the Higher Learning Commission’s Academy for Student Persistence and Completion will add to our effort to strengthen the M State student experience.
What are your new year’s Top Tech Resolutions?

Along with the arrival of the new year come new year’s resolutions. Almost all Americans at one time or another make resolutions to improve themselves in some way. Some of the perennial favorites are losing weight, exercising more, reducing stress, spending more time with family, etc.

Resolutions can be difficult to keep, so the IT staff put these Top Tech Resolutions together. They’ll take only minutes to accomplish but can save you a lot of time and trouble in the days and years ahead. We know you can do them!

Passwords
The new year is the perfect time to get in the habit of changing passwords. At work you are prompted to change your StarID password every 180 days. As painful as it sounds, every three months you should be changing your personal passwords, too, with a combination of upper and lower case letters, numbers and symbols. If you must, write them down on a piece of paper, but never keep them taped to your computer or in your email address book. You might try Password Keeper applications like LastPass or RoboForm to store your passwords and info.

Back up your files
What would happen if your hard drive crashed or you lost your phone? Do you have a lot of school work or maybe personal data or family photos that would be lost? Not only can things get lost or stolen, but we can have fires, floods, tornadoes – there are many things that can destroy your data! Backing up your data has never been easier. All you need is a $50 to $100 external hard that will have 10 times the storage capacity of drives five years ago. Also, there are apps such as Microsoft OneDrive, Apple’s iCloud or Google Drive. If you need help with Microsoft OneDrive for your work-related documents, contact your local CHC.

Clean up your email inbox
If you find yourself spending a good chunk of time sifting through junk email or deleting email you never read, it’s time to clean up your inbox. At work, Microsoft’s Clutter may help manage some of the junk email. Don’t know what Clutter is? Ask your CHC. Junk mail options can also help manage your email load. Unsubscribing from junk email or email messages or list serves you no longer want is another way to clean up your inbox. Unsubscribing may work for legitimate messages but could simply let the senders know that they have a legitimate email account that is being used, and some unscrupulous vendors may sell their lists of verified email accounts to other unscrupulous companies, so beware.

Remove unneeded files, data or videos
Retaining data from 1981 probably won’t do you any good in 2017. Take time to go through your old data, delete what you don’t need and organize, because it will save you a lot of time in the year ahead. Plus, if you pay for data storage, you can save money. At M State, we receive 50 GB free WebEx video storage. Once that is used, as a college we have to start paying an overage charge. If you use WebEx and save recordings, log in to WebEx and delete the recordings you no longer need.

Recycle old tech
Do you have old technology sitting around your office or your home, cluttering up a drawer or a closet? If you have old printers, phones, desktops or laptops, it is time to recycle. At work, bring any tech equipment to your campus CHC. We will be doing a college auction again this summer. It saves us all time and effort if we start cleaning up now vs. waiting until summer. At home, the fastest and simplest option is to take things to your local Salvation Army or Goodwill. Keep a list of what you donate, because it may be used for tax credit. Make sure you erase all your old data before you donate old technology. Don’t know how? Ask someone. Old cell phones can be donated to shelters.

Spend less time plugged in
As a gift to yourself and those around you, make an effort to spend less time on your electronic devices, whether it be checking email or social media. Set some guidelines for yourself, computer time, family time, quiet time, etc. We all need a break! Too often we find ourselves more stressed and unhappy, and staying plugged in has a lot to do with it. There can be a lot of negativity circulating around on Facebook and Twitter, or maybe we feel depressed because we see how happy other people appear to be. Whatever the case, as a tech resolution to yourself, I encourage you to try spend less time on social media, reclaim your free time and let your social media be face-to-face conversations.

Here’s to a happy 2017 tech year from the IT staff!

#TECHRESOLUTIONSTOKNOW
More than 40 years ago, a young man enrolled in the culinary program. He had the good fortune to have Maynard Hemmah as his instructor. Unbeknown to him at the time, this would prove to have a significant impact on his life.

In December of this past year, he returned to M State to share his good fortune with others in the culinary program by honoring Maynard Hemmah with an endowed scholarship.

He was impressed with the facilities and the work that is being done at M State. This reminds me of the following article written by Tim Burchill, a colleague of mine who has passed away. Tim was the executive director of Hendrickson Institute for Ethical Leadership of St. Mary’s University of Minnesota.

Stewarding benefactor relations

When I think of stewarding benefactor relations, I reflect on the privilege and the responsibility we have ... the privilege and responsibility to work with some very generous people at some of the most joyous moments of their lives, times when they are making contributions to benefit others. Someone wrote a book called "Joy of Giving." What an accurate title! I have never seen a sad giver; quite the contrary, I have always found that people are happiest and most fulfilled when they are giving, when they are voluntarily sharing from their own blessings. So this work we do, this fund raising, in truth provides us with the unique opportunity to engage others.

Let me suggest that stewarding benefactor relationships is a complex responsibility that means that we work together on behalf of the public practice of philanthropy and for the organizational missions that reflect the public trust. We form partnerships with our benefactors. As partners, we are party to the transaction or the transition or the transformation, whatever the case may be.

So, beyond stewarding benefactor relations, I must add a few words about stewarding philanthropy. We must be committed to the promotion of philanthropy itself, not in competition with other worthy philanthropic endeavors. We should applaud and encourage our benefactors who are simultaneously supporting other causes and other compelling missions.

And how many of us struggle to find the right plaque, bookmark, paperweight, picture frame and so on to leave with benefactors? I suggest that instead we should leave behind compelling stories that talk about the good that is accomplished through philanthropy, that show the kind of legacy others have left, that demonstrate the transformational effects of philanthropy. People will remember and value those long after the paperweight is lost or the glass in the picture frame is broken.

Here’s to a new year!
Deadline nears for 2016 MDEA pre-tax reimbursement

The deadline is near! 2016 is over and so is your 2016 pre-tax Medical-Dental Expense Account (MDEA). All requests for 2016 pre-tax reimbursements and the accompanying substantiation documentation must be received by 121 Benefits by Tuesday, Feb. 28, 2017. Reimbursement submissions received after this date will not be processed.

**Good news reminder:** The State of Minnesota's MDEA now includes the feature of a $500 carryover that allows you to carry forward up to $500 of unreimbursed money from your 2016 account to the new plan year. The money carried over can be used for expenses incurred in 2017 (or expenses incurred in 2016 if submitted on or prior to Feb. 28, 2017), so the risk of forfeiture is greatly reduced.

Distinguished Achievement Awards

The call for nominations for the M State 2016 Distinguished Achievement Awards will be coming soon. Please be thinking about individuals and/or teams who are deserving of a nomination for their accomplishment(s) in calendar year 2016.

Keep in mind the following criteria for the award:

- Exceptional service to students, faculty, staff or external constituents
- Continually going above and beyond the call of duty
- Exceptional performance on a special project or assignment
- Contributions to the improved morale and/or work environment of the division and/or college
- Significant contributions to the college community
- Actions that distinguish the employee outside his or her professional realm
- Contributions in leadership in external community matters or in the employee’s field
- Innovation

Watch for more information and be thinking about who you may want to nominate!

New annual performance evaluation forms

The annual performance evaluation is an opportunity to review accomplishments, provide feedback, set goals and identify professional development for the next year. Beginning with 2017, the staff annual performance evaluation/review documents are updated and will be in use.

We have modeled the new forms from recently developed documents through the Talent Management division at the Minnesota State system office. The new forms are streamlined, meaning they are easier to use and understand and provide for efficient and effective two-way communication between the supervisor and employee. There will no longer be a third-party evaluation component to the review.

Here’s where you can download both the Staff Performance Evaluation Form and the Staff Self Evaluation and Professional Development Form: Employee Portal>Files & forms>Human Resources>Supervisor Information.

Please contact Dacia Johnson or Doug Andring with questions or comments. We look forward to hearing what you think of the new documents.

12th Annual Frontline Conference

MAPE & AFSCME Employees

You are invited to attend the annual staff development conference designed specifically for all AFSCME and MAPE employees of Minnesota State.

**Save the date:**

Wednesday, May 24 - Thursday, May 25, 2017

Hosted by

Bemidji State University and Northwest Technical College

Details and registration information will follow as it becomes available.

Sponsored by American Federation of State, County and Municipal Employees, Minnesota Association of Professional Employees, and Minnesota State.

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Setting Goals

Want to increase your self-confidence and resilience? Set a goal. Trying something new or taking on a project is a great way to push yourself out of your comfort zone.

Before you choose a goal, take some time for self-reflection. Consider your hopes, fears, resources, and any obligations you may have to others. This step is especially important if the goal you’re setting requires a long-term commitment (such as purchasing a home or pursuing a degree). Keep in mind that you are more likely to accomplish goals that are detailed and specific.

After you have chosen a goal, create a plan for completion. The following steps may help turn your dreams into reality:

► **Consider what you bring to the table.** Take an inventory of your skills, abilities, and resources. Evaluate where you may need to make improvements or seek assistance.

► **Define what success means to you.** It’s important to have a clear idea of what your life will be like when your goal is complete. Visualize how you will feel when you reach your goal.

► **Break the goal into smaller steps.** If a goal is substantial or will take more than a few weeks to complete, split it into smaller steps. Celebrate completing each step with a reward that has meaning for you — whether that’s a special dinner, a weekend trip, or a small shopping spree.

► **Write down a detailed description of your goal.** Compose the description in whatever form feels natural to you: a detailed list, a story, or even a blog post that you share with friends. Putting your goal on paper may help you catch a flaw in your plan or eliminate unnecessary steps.

► **Become what you want to be.** Changing how you speak about your goal will make it feel more real. For example, instead of saying “I want to lose weight,” say “I am in the process of losing weight.”

► **Don’t be afraid to change course.** If a goal no longer fits with your life, update your plans. Periodically reevaluate your goals and consider if it’s time to set new ones.

For more suggestions on how to turn dreams into accomplishments, contact LifeMatters. Practical resources and emotional support are available 24/7/365.

*Source: Wellness Library Health Ink and Vitality Communications*
What footwear will you be wearing this winter?

Tread safely this winter!
Wear proper footwear for the conditions
Use designated cleared walkways
Carry your dress shoes with you
Report icy areas

Eliminating Workplace Injuries

Safety is everyone’s responsibility – prevent falls

Sponsored by Statewide AFSCME Labor Management Safety Committee, Interagency Safety Committee and the Minnesota Department of Administration Risk Management Division
New Year, New M State Clothes!

Brand Names You Know, Quality You'll love.

Check out all the great men's and women's apparel options below.

Log on to: https://qrg.four51ordercloud.com/mnscu/catalog/01-056482-MNState

*First-time user? Once an item is placed in your cart you can create a USER ID and Password

1. Select desired catalog: Men's, Women's, Men's Tall, Maternity or Bags.
2. Select your item and add it to the cart
3. You will be prompted to create an account and set up a User ID and Password
4. You can save your order, continue to shop or check out
5. Enter your shipping information
6. Submit payment information and complete the check out process

*Credit card payments are securely auto-settled online and a copy of the invoice will be sent for your records once your order ships.

After your order is placed, an order confirmation number will be auto-emailed (please contact us if you do not receive this confirmation). Orders ship out UPS Ground at a special Flat Rate Service: $5.95 for 1-2 garments and $8.95 for 3-5 garments.

For Customer Service, Technical Support or Order Status Please Contact:
Emily Fenske
763.253.6453 DIRECT • 763.478.8636 MAIN
763.253.7053 FAX • 800.999.3468 TOLL FREE

For Group Orders or Special Projects, please contact:
Sharon Olson 800.999.3468 x 426 TOLL FREE
sharon.olson@quality-resource.com
Did you know

**M State’s Dental Hygiene AAS degree students** are among the first in the state to pioneer a new opportunity in continuing dental education for allied dental health careers. Seven first-year Dental Hygiene students are dually admitted and enrolled in M State’s AAS program and Metropolitan State University’s (St. Paul) Bachelor of Science in Dental Health program. The students have the opportunity to simultaneously receive associate and bachelor’s degrees on M State’s campus.

**Ruby’s Pantry** began operating this month on the Detroit Lakes campus, thanks to a partnership between the college and the True Life church in Detroit Lakes. From 5 to 7 p.m. on the second Monday of each month, the non-profit organization will be distributing corporate surplus food items in exchange for a $20 donation. College students, faculty and staff are among the volunteers staffing the monthly event, which is open to the public.

**Business instructor Kent Quamme** recently built a Les Paul-style guitar that sold for $1,400 during a fundraising auction at his alma mater, Dickinson State University in Dickinson, N.D. Quamme, who teaches on the Fergus Falls campus, builds guitars as a hobby, “but can’t play worth a darn.”

Pat on the back

Congratulations to **Director of Business Service Allen Behr**, who received a 2016 Outstanding Service Award from the Minnesota State system in December. The award recognizes significant contributions in financial management at the system’s 37 four-year and two-year colleges and universities. Behr was instrumental in developing several budget monitoring tools used on M State’s campuses, led a team that created a college financial snapshot and headed the development of an online bookstore that cut costs and improved customer service for online students.

**Christian Breczinski** and **Megan Adamczyk** were invited presenters for local employers, industry partners, teachers, counselors and administrators at the National Joint Power Alliance’s Building the 21st Century Workforce conference. Their presentation highlighted the Wadena campus as a regional hub for energy training and trades careers, in addition to the unique human service programs and health science program options available there.

**Megan Adamczyk** was selected to serve on the Bridges Leadership Council, which provides direction and input for the Bridges Academy programs and grants and the Bridges Career Day. These programs bring college and career readiness services and opportunities to thousands of secondary students in Region 5.

**Jill Abbott** was appointed to serve on the Region 5 Economic Development Commission, which governs the regional economic development district (which includes the Wadena campus). Abbott is representing the higher education sector.

In the news

**Officials with Titan Machinery and CNH Industrial** recently presented a check to the Moorhead campus and its foundation as the first installment of a $100,000 commitment to support the Diesel Equipment Technology program and the new Transportation Center, which had its grand opening in 2016.

A new course on the Fergus Falls campus is leading the way to community involvement.

**Gov. Mark Dayton’s proposed bonding bill** includes funds for the Center for Student and Workforce Success on the Fergus Falls campus. The bonding bill also includes funding for library and student development design and renovation on the Wadena campus.