

MState NEWS

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

January 2018

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2018

New Year. New Semester.

Welcome to Spring Semester!

Happy New Year and welcome to the 2018 Spring Semester! I hope that you enjoyed the winter break, survived the frigid weather and have had a chance to relax, reflect and rejuvenate.

I predict that 2018 will be another great year to continue to contribute to M State student success and organizational excellence.

Please join me in congratulating the nursing faculty and staff on their recommendation for pre-accreditation candidacy. Although it will not be “official” until the National League for Nursing board votes on this action, the review committee did find sufficient evidence to support our potential to meet the compliance requirements within three years. This took a lot of teamwork and effort on the part of the nursing faculty and staff, and I want to thank them for accomplishing this milestone. Next step:



Dr. Peggy D. Kennedy
President

candidacy and accreditation. This is required for all Minnesota nursing programs by the end of May 2019.

We also have a regional accreditation visit scheduled for this April or May by the Higher Learning Commission. It is not uncommon for the evaluation team to question faculty and staff about the college mission and how we communicate and implement it toward the common good; about ethical and responsible conduct; about teaching, learning, assessment and improvement; and about resource utilization, planning and institutional effectiveness. Are you prepared to respond? Let us know if you need a brush-up.

Thanks for everything that you do to help students succeed and improve institutional effectiveness. Have a wonderful semester!

Dr. Peggy Kennedy
President

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Minnesota State
Community and Technical College

A member of the Minnesota State system

Ring in the New Year with Preparations for the Comprehensive Quality Review Visit

As promised in the November newsletter, I'll be using each newsletter issue to highlight one of the criteria for institutional accreditation from the Higher Learning Commission and will ask you to think about how your work relates directly to supporting that criteria.

This month I invite you to email me with your response to the reflection questions, and you may see it published in next month's newsletter. It is always nice to see your name and wisdom in print, so go for it! Submit your response to any of the reflection questions from this article by Feb. 1.

Last month, we focused on **Criterion 1. Mission – The institution's mission is clear and articulated publicly; it guides the institution's operations.**

This month, we're focusing on **Criterion 2. Integrity: Ethical and Responsible Conduct – The institution acts with integrity; its conduct is ethical and responsible.**

The core components of Criterion 2 include:

- a. The institution operates with integrity in its financial, academic, personnel and auxiliary functions; it establishes and follows policies and processes for fair and ethical behavior on the part of its governing board, administration, faculty and staff.
- b. The institution presents itself clearly and completely to its students and to the public with regard to its programs, requirements, faculty and staff, costs to students, control and accreditation relationships.
- c. The governing board of the institution is sufficiently autonomous to make decisions in the best interest of the institution and to assure its integrity.
- d. The institution is committed to freedom of expression and the pursuit of truth in teaching and learning.
- e. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, students and staff.

The criteria for accreditation, core components and sub-components are available at www.hlcommission.org/Policies/criteria-and-core-components.html.

So here are this month's reflection questions for M State employees regarding Criterion 2. Integrity: Ethical and Responsible Conduct:

*Are there any state or federal regulations that guide your work? Which ones?

*Share a favorite example of a time when you or a colleague took an action or made a decision in order to ensure ethical and responsible conduct.

*What annual trainings does the college offer to help ensure that all employees are in compliance with various policies, laws and best practices designed to support ethical and responsible conduct?

Thanks for taking time to think about how your actions and decisions are vital to the college's ethical and responsible conduct. Next month we'll take a look at **Criterion 3. Teaching and Learning: Quality, Resources and Support.**

Follow Jill Abbot on Twitter @JMabbott15.



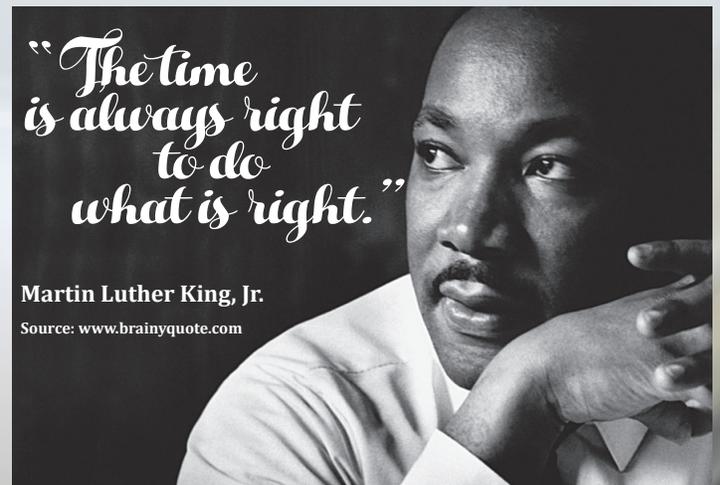
Jill Abbott
Associate Vice President
of Academics

Don't miss out!

Submit your response to the reflection questions for Criterion 2 for a chance to have it appear in the March M State newsletter.

Email your response to Jill.Abbott@minnesota.edu by Feb. 1.

INTEGRITY



Martin Luther King, Jr.
Source: www.brainyquote.com

Mapping the Student Lifecycle for SDS

One of the surprising insights that came from our division's completion of the Clifton StrengthsFinder last year was how very few people in Student Development Services had their Top 5 strengths appear in the area of Communication.

Oh, we are rock stars when it comes to the other three areas of Strategic Thinking, Influencing and Executing – we love to plan, to guide and to do. We just don't excel at communicating what it is we're so busy planning, guiding and doing.

This is something that we need to address, not only for other divisions and departments to better understand what we're working to achieve with students but so that we understand what each other is doing. One good way to do this is to map out the student lifecycle, as it will also afford us the chance to identify opportunities for continuous improvement.

Mapping out the student lifecycle will help us to better understand and share how our cumulative efforts combine to support the student journey and how the work that we do combines to stimulate student engagement from prospect to alumni. For the initial version of the M State SDS Student Lifecycle, we have identified eight key milestones for a one-size-fits-most model (there will always be exceptions, right?):

1. Student is a prospect.
2. Student is an applicant.
3. Student is accepted.
4. Student is enrolled.
5. Student Welcome Day.
6. Student is enrolled for 25-50 percent of their program.
7. Student is enrolled for 51-100 percent of their program.
8. Student is a graduate.



Dr. Peter Wielinski
Vice President of Student Development and Marketing

For each of these eight milestones, SDS work groups (such as advising, financial aid, career services, etc.) will identify the list of outcomes they're working to help the student achieve by the time the student reaches each milestone.

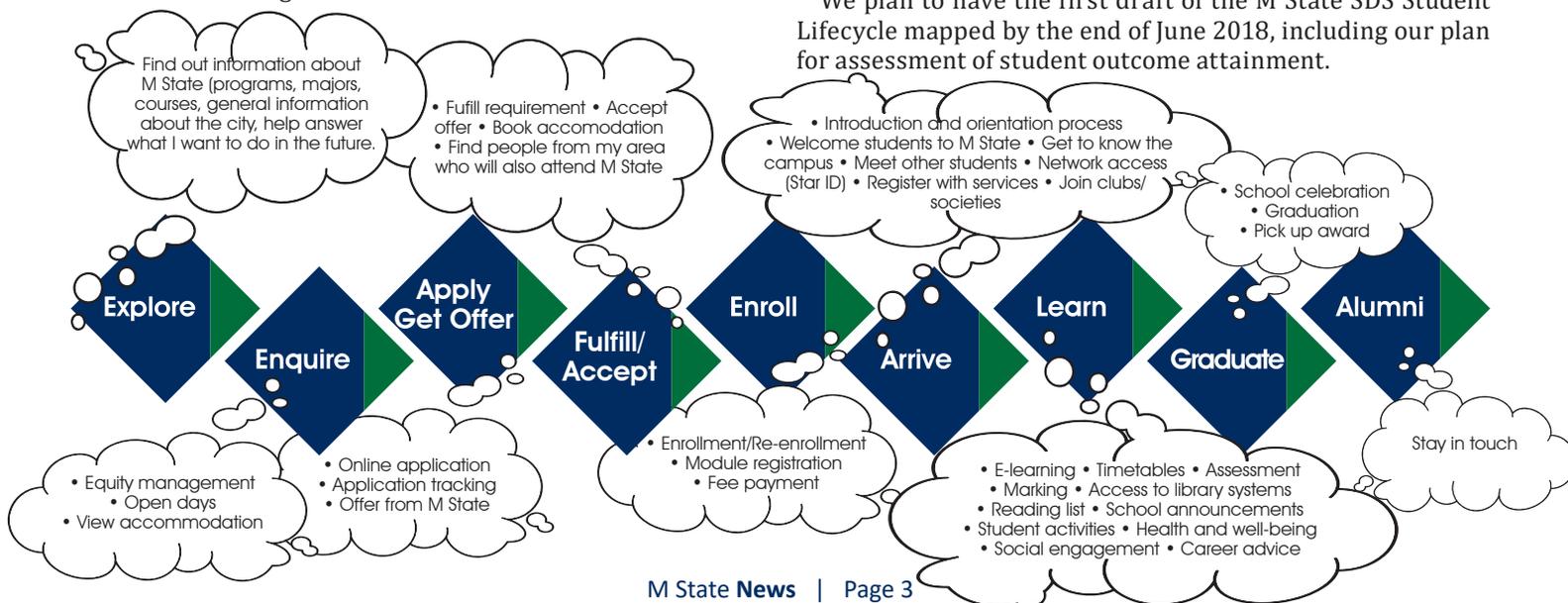
Each outcome is very much like the learning outcomes stated in our course outlines and starts with: "The student will ..." All intended outcomes should reflect what we expect the student to be able to do, know or value. Some of these outcomes may be highly transactional in nature (e.g., "The student will complete the application file" or "... pick up the parking pass and student ID.").

Many outcomes will be learning outcomes and transformational in nature (e.g., "The student will be able to identify program requirements using the Degree Audit Report as a guide" or "... be able to distinguish a subsidized Direct student loan from an unsubsidized Direct student loan."). There is much learning that takes place outside of the classroom learning environments, and we should be able to measure it.

We will be able to evaluate our effectiveness in supporting the student lifecycle in two ways. First, once we have the intended outcomes stated for each milestone, work groups will identify which one outcome they wish to measure and how it will be measured. Identifying actionable opportunities to improve individual milestone outcomes will contribute to increases in the percentage of students reaching each milestone and continuing on to the next.

Second, mapping out the collective process will allow SDS to engage in process evaluation, taking a look at each of the seven lifecycle segments over the course of every seven years. This will afford us the opportunity to identify unintended redundancies, improve communications with students and clarify for the college when the student is doing what in ways that might better align with academic and other institutional cycles.

We plan to have the first draft of the M State SDS Student Lifecycle mapped by the end of June 2018, including our plan for assessment of student outcome attainment.





On the Minds of IT

This Month's Hot Topics

It has been so cold as we start 2018, but IT has some HOT topics to get things warmed up!

Domain name change

Don't forget you must remove any reference to the old MnSCU name from any digital or printed materials you have created no later than Jan. 21. All old mnscu.edu domain names will stop working Jan. 22. **Email addresses** for system employees also have changed and now end with @minnstate.edu. If you have an email address for someone that ends in @so.mnscu.edu, it will no longer be delivered. The **D2L Brightspace** url changed Dec. 27 to <https://mstate.learn.minnstate.edu>; we encourage you to access D2L through your portal page and click on Employee Resources > CTLT commons for all your D2L questions.

Change to 802.1x protocol for our wired ports

Moving to the 802.1x happened over the New Year's Eve weekend for the DL, Wadena and Moorhead campuses. We anticipate moving Fergus Falls in either mid-February or during spring break. Changing to the 802.1x protocol is another step in securing our network. Students, faculty and staff should see no disruption in service. If you do, please submit a ticket to your Computer Help Center.

Printer satisfaction survey is coming soon

Watch your email the second or third week of January. We need your input as we look to implement a printer plan that works for you, the college and our guests.

Move to Minnesota State's unified tenancy

M State's kick-off date for the move to unified tenancy is March 19, with a completion date set for May 20. We will "unify" our Office 365 applications (including email) with all other Minnesota State Colleges that have made the switch (**18 including the System Office**). After the move, no more trying to remember what login to use to access Office 365 and any shared resources. Faculty and staff will use StarID@minnstate.edu, and students will use StarID@go.minnstate.edu. Watch for more details in the coming months.

IT 101: Tips for You

Office 365 applications are available for you to download and install on your personal computer and smart devices. As a member of the M State community, you can receive up to five installs on any personal desktop or laptop and five installs on any personal tablet or smartphone. For info on how, go to [Office 365 Download for Faculty and Staff](#).

LockB4 You Leave your Computer HELPS you be safe. When you log in to your computer, it assumes you are the **only** one sitting at the keyboard for the duration of that session. If you leave, it is unable to detect whether you or someone else sits down and starts accessing your information or prints from your ID. To prevent unauthorized access when

you are away (even just for a few moments) you can quickly and easily lock your computer without shutting down.

- When you leave, *Press **Ctrl+Alt+Delete*** all that the same time and *click lock*.
- When you return, *Press **Ctrl+Alt+Delete*** and type in your password or swipe your fingerprint (only available on newer laptops).



Lisa Ziegler
Computer Help Center Director

Changes Are Happening

Jan. 21 – All web links and any digital or printed materials that reference the old MnSCU name must be updated by this date.

Jan. 22 – Last day that old D2L links will redirect to the new D2L website.

March 19 – Kick-off date for our move to the Microsoft Office 365 Minnesota State Unified Tenancy.

May 20 – Completion date for the move to the Microsoft Office 365 Minnesota State Unified Tenancy.

In the Spotlight

Darren Hage, IT Help Desk

When it comes to my career, I absolutely love: Working with customers and applying my years of experience to help them make good sound decisions. Collaborating and consulting on projects is one of the things that keeps me excited about technology.



A piece of advice I received that has served me well: "Everyone you meet is fighting a battle you know nothing about. Be kind. Always." I believe I heard this at a conference, and it really has helped me when presented with difficult challenges.

My favorite gas station goodie grab: I can't even remember the last time I went into the gas station. I use my credit card for the pay at the pump option.

People might be surprised to know I: Love to compete at billiards, work out on my lunch hour and work more than one job.

Most memorable experience at M State so far: My most memorable experiences are working with and mentoring the work-study students in our office. I take pride in helping them learn about IT processes and talk about their educational goals. I am happy and sad to see them leave!

Deadline Nears for 2017 MDEA Expenses

2017 Pre-Tax Reimbursement

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



Dacia Johnson
Chief Human Resources Officer

MDEA Carryover

The State of Minnesota's MDEA now includes the feature of a \$500 carryover of unused funds into the next plan year. This added benefit allows you to carry forward up to \$500 of unreimbursed money from your 2017 MDEA account over to the new plan year. The money carried over can be used for expenses incurred in 2018 or expenses incurred in 2017 if submitted on or prior to Feb. 28, so the risk of forfeiture is greatly reduced.

New Pharmacy Benefit Manager

CVS Caremark will now manage the prescription drug benefit effective Jan. 1. The CVS Caremark pharmacy network includes major chains and independent pharmacies. You do not have to access a CVS pharmacy to be in-network, though members using specialty and mail order must use designated CVS specialty and mail order pharmacies. This change will provide members with new convenience and savings options. You already should have received a welcome packet and your member card.

Questions? Please call CVS at 844-345-3234.

2017 Distinguished Achievement Awards

The call for nominations for the M State 2017 Distinguished Achievement Awards will be coming soon! Please be thinking about individuals and teams deserving of a nomination for

their accomplishments in **calendar year 2017**.

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 their 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!

WORKSITE WELLNESS

Eat Well on the Go

Traveling for work? Running your kids from the basketball tournament to violin practice? Going on vacation? Being away from home is one of the most common nutrition challenges for people. The truth is, life is extremely busy, but you still have to prioritize healthy eating. Here are 25 ways to stick to your plan, no matter where life takes you.



STAFF CHANGES	
NEW HIRES	Fergus Falls <ul style="list-style-type: none"> • Allan Chang, Biology Instructor Moorhead <ul style="list-style-type: none"> • Philip Nelson, Spartan Center Tutor • Kari Oanes, Librarian
PERSONNEL CHANGES	Fergus Falls <ul style="list-style-type: none"> • Chris Walters, English Instructor, TPT to UFT Moorhead <ul style="list-style-type: none"> • Kate Johnson, Interim Director, Academic Bridge • Leah Trontvet, Academic Advisor, Temporary to Permanent
NO LONGER AT M STATE	Detroit Lakes <ul style="list-style-type: none"> • Nicole Ballard, WDS Administrative Assistant, Resigned Wadena <ul style="list-style-type: none"> • Mary Frendin, College Registration Associate, Retired

SAVE The DATE: AFSCME/MAPE Frontline Conference

The Frontline Conference is YOUR staff development conference, with sessions, speakers and topics focused on increasing your professional development and skills.

Wednesday, May 23 – Thursday, May 24, 2018
Normandale Community College

NEW for 2018:

A new schedule, with an additional breakout session time on Thursday!

30+ breakout session topics

A Health Fair, located in the vendor area

Professional headshots will also be back by popular demand!

Registration opens April 1, 2018

Limited to 300 people!

Many breakouts are taught by systemwide faculty and staff

Meet and network with your peers from other campuses in the system



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

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Our students shine

Students in the Managerial Accounting class on the Moorhead campus created and delivered 100 personal care kits for homeless men, women and children as part of a class project in November. The kits - containing socks, tissues, a wash cloth, soap, shampoo and deodorant - were delivered to the Dorothy Day House of Hospitality, a charity that provides meals, rooms and a food pantry to meet the needs of the homeless population in the Fargo Moorhead area. Accounting instructor Nancy Stigen has spearheaded the class project for several years. The Moorhead campus Business Professionals of America student organization donated funds to assist with purchase of the kit contents.

In the news

Fergus Area College Foundation **honored its scholarship recipients and donors** at its annual fall awards reception in November.

M State has again been recognized by the Aspen Institute as one of the nation's **Top 150 community colleges** and will be eligible to compete for the 2019 Aspen Institute Prize for Community College Excellence.

MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE PRESENTS

KATHY BRAUD

watercolor artist

JANUARY 8 - FEBRUARY 28
Charles Beck Gallery

There will be an artist's reception 2-4 p.m. Wednesday, Feb. 7

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Free and open to the public | minnesota.edu/arts | 1414 College Way, Fergus Falls

Minnesota State Community and Technical College Music Department presents

Dr. Kevin Priebe

7:30 P.M.
THURSDAY, JANUARY 18
WAGE THEATRE

*Faculty piano recital
featuring works by
Mozart, Haydn, Schubert
and Beethoven*

OPEN TO STUDENTS, FACULTY,
STAFF AND THE PUBLIC

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Community and Technical College

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