



## Staff Notes

The following document contains pertinent notes regarding ongoing development of program goals. Please note that goals have changed over time and some being developed in this document are no longer being pursued, for example development of our graduate level degree programs. For ease of understanding a search through this document for the following key words and their corresponding relevance has been provided:

Key Word Search	Program Goal Being Developed
Online, platform, D2L, Canvas, Moodle	Moving the curriculum online. Having a standard set of academic faculty.
CEU	Developing CEUs and diversifying income streams.
Scholarship	Developing and providing a scholarship fund for aspiring students.
Visa	Considering providing Visa's for foreign students.
Title IV	Considering becoming a Title IV school to make federal funds available to students.
Grant	Pursuing grant funding from the Northern NM Birth Center.
MSM, PHD	Continued development and evaluation of graduate level programs.

## 2016 Agenda

4/25/16

General:

- What steps need to be taken to complete soft opening of online CEUs by end of June?
- Student visa issue (see notes from 4/4/16)

Marcy:

- What are your thoughts on D2L?

Cassandra:

- What are our sever/admin options for Moodle?
- What are your thoughts on Moodle?

Anna:

- Do we want to have contact with your Canvas person?

**Notes from Meeting:**

Next step for CEUs is application to NMMA.

Student visa - are there any ongoing costs. NCM will have a policy that this is for students who are already enrolled and just needing to complete there 10 in US births.

D2L, Moodle, online grading, and Canvas is all ongoing efforts. Difficulty researching with ARC report due. More effort to be put toward this in the next month.

**5/9/16**

General:

D2L, Moodle, online grading, and Canvas etc updates

CRJ:

Question about Florida

Anna:

Way to approach California. CPM transfer into ASM program?

**Meeting Notes:**

CRJ will write back to potential FL student

CA challenge process - school will not pursue CPM to ASM but will pursue CA challenge process

Online grading etc has lost momentum. Why? Seems like this is not in the budget, we are overwhelmed with training process. Decided to revisit in 6 months.

**7/18/16**

Anna

30 day items

When we transition to an online system, should we get rid of the ASM and just have everyone graduate with a Bachelor's?

NOTES:

Fees will stay the same until online system changes are made

Ran through example of refund

**7/28/16**

- Draft a budget and business plan for the online learning launch
- Update calendar and our weekly meeting agenda document to reflect tasks related to online learning plan and MEAC reporting requirements

CRJ:

Thinking more about online system: If we change to online system how will student contracts work with online preceptors?

Notes:

- Discussion about moving forward:
  - Email about distance learning discussed
    - Will have to have refund policy for each state
    - Students will need a state specific document that explains what the degree leads to in terms of setting for National Certifying Exam
  - Questions for MEAC:
    - What are additional fees associated with going dist learning
    - Is going dist learning a substantive change?
  - Do we have the budget?
    - Training for NCM staff and preceptors about how to create their online course
      - Free from online platform

- Is this enough?
- Questions for D2L/Canvas
  - How much will it cost to start up? Continuing costs?
  - What training do you provide to the teachers? Cost?
  - What tools do you have for course design? Cost?
  - Give MEAC requirements and ask if their system satisfies each of them.
  - Can anonymous evaluations of the teacher and course be completed at the end of the course?
  - What tools do you have for tracking competency completion for students?

CRJ: DOODLE POLL for 90min slots over the next two weeks

MARCY: will contact online platforms with questions and our proposed times we can talk.

- Which online platform should we choose?
  - What administrative tasks could be made easier through the online learning platform?
    - Preceptor's bio and qualifications to teach the course
    - Consideration of MEAC requirements for curriculum review
    - Varied learning activities
    - Links to current literature
    - Information about new knowledge and technology impacting midwifery practice
    - Lists of resources used in course development
    - Varied formative and summative evaluation methods including: portfolios, oral presentations, exams, problem sets, case studies, structured and open-ended interviews, evaluation rubrics, surveys, pretest/ post-test, skills demonstration (is it reasonable to think that the academic preceptor could ask the students to have their clinical preceptors assess and document relevant skills during the course of their study?), observations, focus groups, journals.
    - Tools and rubrics for assessing and tracking competencies
    - Grading system
    - Student and preceptor course evaluations
    - Data collection method regarding student assessment and achievement of learning objectives that will inform overall curricular strengths and areas for improvement
- Reimbursement for preceptors to create and administer courses
  - Mary Summers has offered her instructors for teaching
  - Discussed possible costs per student for credits:
- Increased staff hours
  - Need someone to manage the teachers assume 60 teachers, one hour per teacher
  - Course curriculum review 60 courses, 1 hour to create curriculum, 1 hour to review teacher submission
  - Finding teachers 2hr per course of 60 courses (one time fee)
  - 25% ongoing teacher changes of half the courses per year

- MEAC hours for compliance and monitor reports: 4x per year  
10 hours per event
  - Loss of students (two budgets one with this loss)
  - No travel or marketing for year
  - Marketing
    - Double or triple
  - MEAC fees:
    - Substantive CHange fee: ?
    - Distance Learning fee:
  - Raise student fee for new students
    - Will we let students pay in partial payments
  - Can we raise student fee for old students? - running two budgets one we have to eat cost per head and one even old students pay for academic courses
  - Site visit (worst case scenario)
- Do we have the time?

**8/1/16**

Marcy:

Checking on online meetings with canvas and D2L

**Notes:**

CRJ:

Will work on ethics, core values, philosophy document

Will work skeleton report

Marcy:

Sending in 30 day report

Still setting up online meetings

**8/15/16**

General:

Which online platform should we choose?

Discuss salary numbers Marcy found.

Discuss online platforms

Board meeting - any thing to discuss

Marcy:

Budget vote - another board meeting or electronic vote?

How did demo go with D2L go?

How could we engage Mary Anne's brother?

Grant funding with midwifery birth center?

How will online platform change curriculum review process?

Philippine update

Cassandra:

Thoughts about ease of making course online

**Notes:**

Anna also said budget needs to be updated with updated online platform numbers. Will send out monkey survey on budget asap.

D2L still waiting on \$ - Marcy will follow up again.

Canvas did say we can pay yearly rather than 3 years at a time.

Everyone in agreement that we may need a stop gap interim change to limp through until we have online system up.

Anna didn't think the presentation with D2L went very well. Didn't think it looked as modern. Not as user friendly.

Cassandra thought D2L looked more professional. Canvas was more user friendly. Didn't like that D2L seemed to force competency based and MEAC and NCM isn't ready to be forced in this direction.

Ezra had trouble uploading courses into D2L and loves working with Canvas.

Marcy felt Canvas had lots of teaching the teacher services and felt Canvas was very responsive.

Leaning toward Canvas unless D2L is much less expensive.

Marcy is going to reach out to Mary Anne's brother and see if he would be on our advisory board.

Online - 3 sessions or 1 session. Limits on time to get hmwk in. How to pay preceptors? Pay as grade is complete.

Marcy suggested survey of different options to students and preceptors?

### **8/29/16**

General:

Online system - final decision?

**Notes:**

Assuming the board votes for the Online platform budget we care all in agreement that canvas is the way to go

Anna and Cassandra will work on standardizing online class format

### **9/6/16**

General:

Canvas invoice

Cassandra and Marcy:

Have to link MEAC and MANA competencies! Need this before setting up classes. Set a due date.

**Notes:**

Marcy already emailed go ahead with canvas, Cassandra gave verbal go ahead

Marcy will sign and Mail invoice to Canvas

Cassandra will email class format suggestions to Anna by Thursday

Anna is working on up loading all competencies into Canvas outcomes.

After these above two items are complete we will start linking instructors to classes and set up training sessions.

Marcy will be part of revision of MEAC accreditation standards committee - she will email Tracy.

Linking competencies - Marcy will work on this in the exit week

Link competencies to classes NOT MANA competencies

New Life enrollment - really has NOTHING to do with New Life - the question is are we ready to enroll students in February who plan to do clinicals in Philippines. Marcy suggests that if we have a letter from Philippines that we feel is adequate that we start enrolling.

Has MEAC told us we cannot enroll students? Don't think so. We felt the letter we received was adequate but then MEAC did not so we voluntarily stopped enrolling waiting for a better authorization letter. If the new letter is felt by NCM to be adequate and clearer then we will begin enrolling. We will provide a full disclosure letter to ANY student who plans to do OOC which states this is a problem area with accreditation.

If the Philippines letter comes before Sept monitoring report goes out then we will include it and our new policy if it comes after then a separate letter with an update will be sent to MEAC.

**9/13/16**

Anna:

Status of canvas upload for competencies and outcomes

Marcy and Cassandra:

Linking competencies update

**Notes:**

Marcy linking competencies

Staff all entered canvas and discussed course set up and linking outcomes to course and activities.

Project 1 - Competencies

Step 1 NEED MEAC competencies linked to classes (MARCY)

Step 2 link all MANA, MEAC, Lumina etc competencies to questions. (starting with gen ed)

Project 2 - Online Platform Set Up

Step 1 Continue to work on how we want online courses set up. (Connect with Canvas team that we are doing in efficient way). (ANNA and CRJ and MARCY)

Step 2 Upload all the individual questions.

Step 3 Anna will link outcomes to classes

Step 4 Hire faculty for each class that is completed on platform

Step 5 Anna will link outcomes to specific questions.

Project 3

Substantive change application (MARCY and ANNA)

**9/19/16**

Marcy:

Update: Project 1 - Competencies

Anna, CRJ, Marcy:

Update: Project 2 - Online Platform Set Up

Anna, Marcy:

Update: Project 3 - Substantive change application

**NOTES:**

Project 1-Competencies: Marcy is realizing that it makes more sense to correlate each competency with a question. Feeling it is not as big of a project as she originally thought it would be. Thinks she can be done by next week.

Project 2- Online platform: Canvas instruction tomorrow. Is there any faster way than individual questions?

Project 3 - sub change : Anna uploaded document with her notes in drive (not google docs). Marcy looked it over and was impressed at work that Anna had put into the document. CRJ needs to look. by Oct 3rd meeting Marcy and CRJ will have read anna's notes and made comments. Will schedule meeting to discuss that week.

## **9/26/16**

Updates for each of the following

Project 1-Competencies:

Project 2- Online platform:

Project 3 - sub change :

### **NOTES:**

Project 1 competencies -

Marcy has been working on this, taking longer than anticipated. Marcy sent sample document to Anna to see if the way she is documenting this works for her.

Project 2 online platform -

Anna reports there are 7 videos we should all watch. She has watched 4. Need to choose a support person. Teachers need to watch teacher video.

Marcy is having technical difficulties. Anna had it fixed for her hoping that they fixed for all of us.

Marcy suggested that academic preceptors teach an entire module rather than just a course.

Discussed when to get academic preceptors involved. Cassandra feels we need to have a bit more foundation formed for how our courses are set up. What we want from our preceptors. Need to look at time involved and compensation.

Marcy brought up idea that we need to be careful about what faculty we choose because we want diversity and representation for growing student body.

Cassandra suggested we have longer meeting to strategize all of the above.

Marcy brought up fundraising. Feels she has under estimated what it will take and what kind of reimbursement we will be offering. Original thought was to ask the teachers to set up for a minimal fee.

Project 3 sub change -

All of us will have this read by next meeting.

IT report has to be attached. Read this as well (Anna wrote, Marcy has skimmed)

## **10/11/16**

General:

Setup time for long discussion about the sub change report. (completed via email)

SEE STRATEGIC PLANNING FOR ONLINE PLATFORM

NOTES:

Project 2 all staff have watched 7 videos (each is one hour long) - Anna has completed, CRJ is signed up for the courses.

Schedule a meeting this week for strategic planning on faculty and their involvement beginning to end. (completed via email)

Setup time for long discussion about the sub change report. (completed via email)

**10/25/16 Special Meeting to Discuss Online Faculty Requirements and Planning**

**10/26/16 Special Meeting to work on Sub Change**

**11/1/16**

**Special Meeting to continue to Discuss Online Faculty Requirements and Planning**

**11/4/16 Special Meeting to continue work on Sub Change**

**11/7/16**

Marcy

Discuss research on regional accreditation

Marcy and CRJ:

Grand challenge scholarship

Marcy's family scholarship fund

<http://www.thegrandchallenge.org/midwife-training/>

This could be added to the compliance report under financial aid advisement.

Notes:

- Regional accreditation - very involved processes. Expense which does not help students become licensed in other states.
- Anna spoke about office challenges and keeping up with supporting online platform transition, having trouble following up with student emails, time spent in staff meetings, canvas trainings, etc
  - Thinks new person will only be needed for a few months
- Marcy and Anna spoke about importance of unrolling online platform that looks beautiful and is well put together
- If online doesn't work school only has 1-2 years of financial stability
- Grand challenge/scholarship
  - Marcy thinks it is a great idea to set a deadline and encourage enrollment before the online platform goes up
  - Marcy also thinks that we should actively interface with midwives/students of color - explaining that one of the reasons we have looked at online learning platform is to make it more widely available to a variety and diversity of students.
  - Anna is pro-scholarship but worries about how recipients will be chosen
    - Could board review applications and choose. Anna doesn't think she should be the one who chooses.
  - Anna says the other bookkeeping is \$100/month.
    - Marcy wonders if someone would be willing to donate this time.
    - Anna's understanding is that if someone donates for a specific reason then it has to be tracked and used specifically for that reason (Lisa had previously spoke with the accountant.)
    - Marcy understands something different from her work with the Birth Center and Breath of My Heart



- Marcy is going to call the accountant and get more information

**11/9/16 Special Meeting to work on online platform set up**

**11/10/16 Special Meeting to continue work on Sub Change**

**11/21/16 Special Meeting to discuss compensation schemes for online faculty**

**11/22/16 Special Meeting to continue work on Sub Change**

**11/28/16**

Discuss program curriculum order

Discuss possible payment schemes for academic faculty

NOTES:

Anna had previously directed staff to current curriculum order

Marcy Presented her curriculum order

CRJ presented her curriculum order

Discussed and agreed A&P, communication and counseling, cultural issues are most important classes to be finished asap after starting.

As discussion happened it was excellent mix of two different approaches between CRJ and Marcy, both focused on courses they found most exciting to create enthusiasm each trimester and their choices were very different. Scheme was developed to give students creativity while grouping courses that would help with integration throughout the program.

Final plan of completion/curriculum order will be posted as soon as Anna finishes update.

Payment schemes for academic faculty discussion previously completed in separate meeting.

**12/6/16 Special Meeting to continue work on Sub Change**

**2017 Agenda**

**2017 Items to Consider**

Apply for title IV - should this be a program goal?

Marketing New online program

New Website

Continue evaluating policy for MSM and PhD students who are not midwives

does accepting these students in any way threaten our midwifery students?

is it worth our time to diversify for so few students?

perhaps this is something we do with a different accrediting agency?

perhaps we have a degree that isn't MEAC accredited degree?

**1/23/17**

Anna - 20 prospective students contacted NCM in 2017 so far

Several inquiries about our probation status

current and prospective students have called inquiring about online transition

Noticed that we didn't make over 150K

Changes in auditing policy

General

Moving documents for sub change into one folder

Continuing working on sub change  
Review forwarded items to consider in 2017

Marcy - requesting agreement on what staff is asking for in birth center grant and \$ associated with it

Discuss grant letter  
crowd sourcing campaign

Notes:

- New Life Preceptors are enrolling 12 students
- Probation status does seem to be affecting our enrollment
- Marcy is working on her pieces of sub change attachments
- Anna working on moving all documents into new sub change folder
- CRJ will work today to move her documents into new sub change folder
- Discussion of forwarded items
  - Staff felt like Marketing and website should be first and second items - Anna thinks marketing should be first, Marcy and CRJ think website should be first
  - Then looking into title IV and then grad questions
- CRJ will work on document about website changes - this will be an iterative process
- what is the cost for students of the new program? \$8,500
- Marcy talked about process of writing birth center grant letter with board member Mary Anne. Discussing with Carl led to request for other items to ask for which led to list of concrete steps/items with associated costs.
  - 1 FTE salary for 2 years
  - Preceptor salary
  - Website design
  - Marketing
  - Online platform
- Need to document preceptor salaries for online - we need this WELL Documented
- Crowd sourcing campaign - marcy working with carolina on this concept
  - Thinking focus will be scholarship
  - Staff discussed not waiting until online roll out but to do so immediately
  - Scholarship policy needs to be in place and written - marcy will work on this.
  - Need to figure out what we think would be appropriate for school to give immediately for scholarship
- Auditing
  - With less than 150K we don't need full audit just external review - \$1,000 vs 4,000
  - And full audit when above 150K than full audit needed every other year

**1/30/17**

CRJ: documents moved sub change  
Website migration documentation

Marcy: scholarship policy documented  
School scholarship commitment discussion

Notes:

- Cassaundra put out survey, have had a few responses, but not reviewed responses yet.
- Getting ideas for website-will talk about this next week
- smile.amazon.com-set up for NCM so we can get some charitable donations from this.-Anna will set up
- Next MEAC monitoring and compliance report due 6/30/17. Cassaundra will review this to see if we can turn it in early.
- Marcy focusing on putting together policies and procedures on scholarship stuff. She will show it to us so that we can review it with her.

- Scholarship-race can be considered, but cannot be the only thing. Scholarship must be named something like “underserved communities,” not “women of color”
- This week will work on substantive change application.
- Anna checked with how to open a bank account for scholarship. Must have minutes from Board of Directors and letter directing us to open the account.
- Credit issue with 2 Master’s and PhD courses. Cassaundra and Jessica are working on this and when finished, will change website and course syllabi. Comprehensive review.
- Still have to move some documents into the substantive change application folder.
- Need to specify about evaluations and give feedback to student/preceptor need to contact and let them know we did receive them.

**2/8/17**

ADK: In progress on MEAC Annual Report, due 3/31/17

- Use new “Layaway” button from PAYPAL for payment plans?
- External Review will cost \$3800 (not \$1000), but less than Audit (\$4,500++), so a little savings.

CRJ: we need a part time student definition ASAP

Review webdesign ppp and website map doc

PROPOSED:

I | Benchmark C2

Student Completion\*: At least 40% of matriculated students complete the program within 150% of the program’s normal time for completion. Programs failing to meet this criterion develop an improvement plan to bring the completion rate to 40%.

\*the percentage of matriculated full-time and part-time students, calculated separately, who completed the program within 150% of the program’s normal time for completion.

Completion data should be calculated for the most recent five year period in order to examine trends. This should exclude students who are deceased, permanently disabled, have joined the armed forces, or are in other active governmental service or official church mission.

Demo I.C2.1 Submit student completion data for the most recent five year period available using the annual report data worksheet provided. Data reported should be accompanied by a narrative that explains documented trends, including any improvements as well any extenuating or special circumstances impacting graduation rates.

Demo I.C2.2 Please explain actions that have been taken or that are planned to mitigate low student completion, and/or to continue support of areas where students are excelling with respect to completion. This narrative should demonstrate how the school/program is engaging in continual development around programs, processes, and policies that support ongoing improvement in completion rates.

NOTES:

ADK - layaway for payment plans seems excellent way to handle payments

Part time student definition - still needs work. Let’s wait until we talk to Vicki

Looked at completion spreadsheet

Anna will contact vicki about mission paperwork

Reviewing PPP

5/11/17-postponed due to exec staff availability-5/16/17

CRJ: Facebook update on going online and scholarship  
Review and update to do list

Kristi attended SARA webinar - may not cover clinic -suggest a call  
May also go away based on trump admin  
MEAC may begin to believe that SARA might not cover midwifery clinicals. Follow-up:  
Cassaundra and Marcy may ask for phone call with Kristi for more information. Or  
download the webinar ourselves.

Talk about facebook student group post  
About clarifying our plans about rate raise and online plans

Really clarify for board what online platform looks like, and for students and preceptors just  
before we go online, if it looks like MEAC is going to approve it.  
Can we allow students enroll just for academics?  
Students like to know what we are doing-those posts get the most likes  
Decision: Publish a Strategy timeline- makes it exciting Casaundra  
Decision: Start a discussion group for enrolled students to try the online learning platform  
WHO WILL SET THIS Up-leave until after 12 month report is done.  
Get students logged-in to canvas now. (ANNA)

NCM fees raise issues-delay 1 month to July 1, 2017 or Aug, later?

Decision: Have the price raise at the start of Fall trimester Sept 1, 2017

Combine ASM and BSM for \$9000?

Decision: Keep separate, but **NEED POLICY** for anyone who enrolls in our program with the  
\$9000 prior to going online, they can have their BSM included, but with only 5 years to  
complete. Or only 1 year after ASM grad.

Make date for announcement to community at large.

Can we offer a reduced rate for NCM ASM graduates enroll in BSM bridge (a lot less work for  
us than for a CPM enrolling in the BSM bridge because ASM grads already have completed  
all GENED)?

Decision: \$2500 plus annual fees

Decision: yes, but have to work out details **NEED POLICY**

Anna will be out of the office from May 21-June 1st.

Students taking only academics:

Decision: **POLICY. COST. MEAC.** Review benchmarks that could be impacted **MARCY is going  
to run this by MEAC.** enroll as non-degree students. -can we enroll non-degree students  
right now? And Cost? Pay full fee? When they have clinical preceptors lined up they apply to  
the ASM program and have to pay the annual fee for whatever extra years they are enrolled.

Students who want to enroll:

- Some students have clinical preceptors only. This will be solved by going online.
- Some students have academic preceptors only.- Can we have these enroll as  
academic only. If they find clinical preceptors in the future, they can enroll in the  
ASM program. Benefit for student- MEAC accredited courses. Cheaper to do that  
right now. Or on a course by course basis. Time-limit?

Strategic planning day coming up. Need to look at bigger picture and future without focus  
on the current issues.

Each staff proposed program goals due 18th. Email to each other for comment add to doc.

**5/23/17**

ALL: one sentence weekly update for facebook page

Should we invite the board to participate in our strategic planning?

Where should I post ASM grads can take BSM \$2500 on the website?

Look at announcement schedule

Kristi will loan us CD on SARA

How's the article coming?

Newsletter updates (forwarded)

New website

Sub change

Knowledge and tech (two places to see this)

Donations

Previous grads in bsm program

**NOTES:**

**Facebook update:** The staff has noticed that our followers seem to love when we put up a weekly post about what we've been working on over the previous week. So here are a few of our more exciting tasks:

- This week the President of the college worked on an article for submission to Midwifery Today about where midwifery education is headed and what our role as good stewards of the profession should be.
- The CDO worked on MEAC reporting, putting up more resources in the student section of the website, and worked on our upcoming strategic planning two day meeting.
- All the while the COO worked on some very exciting and new policies as the first step toward ways to enroll students who don't have access to clinical preceptors at the beginning of their academic journey. More to come on this in the next few weeks.
- Our office staff are in the process of enrolling several new students before the fees are raised as well as continuing to move the learning objectives and activities over to our online platform.
- All of the staff worked on updating and refreshing NCMs program goals. The program goals are the institution's broader hopes and dreams for our students. This discussion lead to an interesting question we would like to pose to you - what are the broad foundational concepts the student midwife must learn to adequately practice within the midwifery model of care? For example cultural competency and or ethics.

Worked on weekly update

Action to write wix

Talked about Kristi and SARA cd

Marcy advised against board in strategic planning

Visioning work should focus on the next six months

Suggestion Each exec staff write a short article for the news letter about what has excited them in the last quarter

Marcy and Cassaundra long discussion and revision of program goals. Anna will review when back from vacation to confirm.

