

Getting Started: Planning a Publication

Brochures, booklets, pamphlets and other promotional materials intended for public distribution, in whatever form or reproduction, shall not be authorized as an official publication of the college unless they have been routed and approved by the appropriate department chair and the Communications and Marketing Department. Once copy has been formalized, the Communications team will be available for assistance on text, design, layout, use of college logo and photography.

When planning a publication refer to the college's mission, values, and strategic plan.

Pre-design Considerations: An Editorial Checklist is available for your use in the Communications and Marketing section of the College's website.

- **The goal:** What do you hope to accomplish? What is your message and what response do you hope to elicit? Is there a problem you hope to solve?
- **The audience:** What are the characteristics of your target audience?
- **The design:** To the public, your piece belongs to the family of publications representing the college. Should it share the 'look' of a related piece produced by your department? Could this material, or any part of it, have other uses, or can it be augmented by existing material? Will it be online and/or printed?
- **The budget:** How much do you have to spend? How many copies do you need? Have you included postage?
- **The distribution:** How will the material be distributed? If it is to be mailed by bulk mail, you must follow USPS rules regarding size, shape, print and address styles and location on the piece. The GFC MSU Print Shop Manager will assist you with information or USPS contacts. Remember to include the proper bulk mail stamp in your design.

The deadline: When must the piece be in the readers' hands to get the reaction you want? Working backward from this date, allot time (at least two weeks for minor publications and more for major publications) for the following:

- Preparation for mailing
- Printing (either on or off campus)
- Design
- Copy preparation, including all approvals

Remember:

- Rushing a publication usually causes cost to increase and quality to decrease.
- Producing more copies of a publication lowers the cost per unit.
- Keep at least one copy of the finished piece in your files for future reference.
- Throwing away unused copies is equal to throwing away money and missing the opportunity to share your message.

Communications and Marketing - Communications

Before submitting copy for publication, check it thoroughly for spelling, grammar and punctuation errors. Although the Communications team will proof your copy, you are ultimately responsible for the accuracy of your publication. When you sign off on your project, you are saying it is approved and ready for production. It can be very expensive to correct errors in later stages of production, so make sure you proofread carefully. Have multiply people review the piece, the more eyes the better.

- Please do not type in all caps or use abbreviations. Remember to be consistent throughout with capitalization, abbreviations, punctuation, symbols or words.
- Do all your editing and revisions, if at all possible or practical, before presenting it for production. This will save time and cut your costs for excess revisions and waste materials.

Art & Photography

- If Communications and Marketing is producing art (through an outside vendor) or taking photos for you, allow extra time to produce them.
- A collection of photos of the College, students, faculty, etc. is available for approved use. Contact the Communications team for information.
- We have access to an extensive supply of clip art and stock photos. Communications team will help you select appropriate artwork.
- If you are providing the art and/or photos, bring them with the text and other instructions so that they can be more easily incorporated with the design.
- Publications produced by Communications and Marketing will include the appropriate college logo.

Production & Printing Coordination

- The Communications team will help you decide your best options for printing, color, cost and mailing.
- Camera-ready work will be produced, and proof copy will be available. Allow approximately eight working days for production, plus five to 10 days for printing. Extent of publication and revisions will impact production time frame. Make sure you go over your timeline carefully with the Communications team in order to know if your job is feasible for on-campus production in the time allotted.
- An assigned member of the Communications team will organize off-campus printing. Specifications will be discussed and appropriate vendors contacted in a competitive bidding process. Once vendor and cost have been determined, a requisition should be initiated by the department following college procedures.

Design Guidelines

College Name

Informal pieces (invitations, commencement materials, for example) and in first reference in other publications for external audiences, particularly those not familiar with the college use its complete name:

Great Falls College Montana State University

In less formal publications and those intended for audiences familiar with the college, you may use shortened versions of the name. We have found that our name can be confusing to external audiences. Consistency is the key. Since the public may not recognize GFC MSU – please use the acronym only after defining it in your document as “Great Falls College Montana State University (GFC MSU)”

There is no punctuation in the College’s name

- Great Falls College Montana State University
- Great Falls College MSU
- GFC MSU (after identifying the full name of the college)

Other MSU Campus names:

Montana State University in Bozeman or at Bozeman

Montana State University Billings (no hyphen)

Montana State University – Northern

Montana State University – Northern in Great Falls

Montana State University – Extension

(Extension has an office in each of Montana's 52 counties. Its state office is on the MSU campus. The Cascade County Extension Service is our local office.)

The Montana State University Campuses

General Trademark Information (also see Great Falls College MSU Graphic Standards Manual)

The name and logos of the college are registered and protected trademarks which may not be used without the express permission of the College. This policy helps to ensure immediate recognition, maintain appropriateness, and prevent commercial use without compensation to the College.

Requests should be directed to a member of the Communications team. The college logo – the shield AND the name must appear on all College publications. Maintain the logo/seal without embellishing, distorting or subtracting information from it. Do not separate the shield from the name of the college.

DO Use the college logo as the primary means of visually communicating our name to the many publics we serve. Use the logo as a major element in any printed or electronic materials coming from the college. Maintain the integrity of the logo without embellishment or change.

DON'T Distort the proportions of the logo when reducing or enlarging the logo. Only in rare instances should the logo be used smaller than one inch wide.

Both color and black & white logo images are available.

The logo should be used for publications and on- and off-campus printing.

Logos in both color and black and white and fonts are available to employees on the Shares drive Employee Resources/Graphic Resources. If you do not have access to the Shares drive, contact the Communications team. Questions regarding this policy and requests for images in specific formats such as: jpg, tif, gif, eps, bmp should be directed to the Communications and Marketing team.

PowerPoint Presentations

Templates for presentations that complement the current design for the college's collateral print pieces are available on the Shares drive for your use or from the Communications team.

Design Advice

We hope the following information will be helpful to you in creating your own publications. Please submit a draft of your project for approval by the Communications team before printing.

Type Styles & Text

- Generally, use no more than two fonts on a page.
- Use italic instead of bold to emphasize more than a few words in a line.
- Try not to use all capitals for more than a few words at a time. They are too difficult to read.
- Use special character styles such as outline or shadow rarely, if ever.
- Use reverse type (white type on black background) with extreme restraint.
- When typing numbers in text, always spell out one through nine. Use figures for 10 or more unless they appear at the beginning of a sentence.

Graphics, Photos & ClipArt

- Use clip art discerningly.
- Use boxes, borders and rules with restraint.
- A 'screen' (gray fill) behind a block of type can separate and highlight special sections, but keep the percent of black in the 'screen' to no more than 20 percent, or the type becomes difficult to read.
- Graphics, photos and spot color can brighten a publication and focus attention when relevant.

General Composition

- Avoid cramming too much information into a small composition.
- Make sure your headlines and subheads are closer to the text they refer to than the text above.
- Don't use every available feature.
- Keep sentences and paragraphs short but varied in length.
- Break up long text with subheads.

Style Guide

There are several writing style guides in general use, but the Associated Press (AP) Style Guide is the recommended resources. The following general rules may be of use to you. All of these are standard styles. Italics generally indicate an example of correct use.

Acronyms

In most cases acronyms have no periods. For less widely known abbreviations, spell out the complete name in the first reference followed by the abbreviation in parenthesis.

Common acronyms:

ABE	Adult Basic Education
BOR	Board of Regents
CEU	Continuing Education Unit
CLEP	College Level Examination Program
FASB	Financial Accounting Standards Board
FAFSA	Free Application for Federal Student Aid
FTE	Full-time Equivalent
GED	General Education Development Testing Program
GPA	Grade Point Average
HC	Headcount
IPEDS	Integrated Postsecondary Education Data System
NACUBO	National Association of College and University Business Officers
NWCCU	Northwest Commission on Colleges and Universities
OCHE	Office of the Commissioner of Higher Education
OPI	Office of Public Instruction
USDOE	U.S. Department of Education

Common use: degrees

AA	Associate of Arts Degree
AAS	Associate of Applied Science Degree
AS	Associate of Science Degree
CAS	Certificate of Applied Science
CTS	Certificate of Technical Studies

Dates

Show plurals of decades by adding an s (not the possessive “ ‘s”). 1920s, the mid-1990s

All ranges of time or dates are set with en-dashes (–), not hyphens (-). October – December, 7:30 – 8:00 p.m., 3 – 5 years of age

Dean’s list:

Lowercase in all uses. He is on the dean’s list.

Degrees, specific:

Name of subject is lowercase, i.e., mathematics, economics, except English. There is no apostrophe. He or she has a Bachelor of Science in biology; also Master of Arts in English. He or she has a Bachelor of Science degree.

Degrees, generic:

Use an apostrophe. He or she had an associate’s degree, a bachelor’s degree, a master’s degree, a doctorate or a Ph.D. (NOT Associates of Science)

Degrees, honorary:

All references to honorary degrees should specify that the degree was honorary.

Degrees, abbreviations:

Use period in abbreviations. Bachelor of Arts, B.A. Common use for the Associate Degrees is to use no periods - AA, AS, AAS - either is acceptable.

Departments and titles:

Position title is lowercase with formal department name in title case.

Position titles are lowercase with informal department names in lowercase.

The department offers several options.

Susan J. Wolff is the chief executive officer (CEO) of the college.

Position titles are uppercase for formal titles or when they precede the name. They are lowercase elsewhere.

Susan J. Wolf, CEO/Dean of Great Falls College MSU

Hyphenate:

two-year program, grade-point average, lower-division, upper-division, 15-hour, hands-on

Don’t hyphenate:

premedicine, predental, preforestry, preveterinary

Any adverbs that end in -ly: Recently appointed dean. Newly completed arena.

Non prefixes:

Use no hyphen: nonmajors, nonresidents, nondegree, nonacademic

Use hyphen: non-Greek, non-College

College:

Informal references to the college are lowercase.

Miscellaneous

coursework (one word, like homework)

Email or e-mail
Fire fighter (2 words)
four-year (hyphenated)
home page
Internet (always capitalized)
Med Prep (2 words, each capitalized)
one-credit course
online (one word, not hyphenated)
postsecondary
two-year (hyphenated)
web page
web site (used as an adjective, web should be lower case)
workforce (one word)

Communications and Marketing Services

Letterhead and Envelopes

All College stationery and envelopes follow the approved College standards as outlined in this guide. The Communications and Marketing team designs and sets print specifications.

- Digital letterhead banners in both color and black and white are available for your use. To open the letterhead template files, first open MS Word and then click File/Open and select the MSUGF Shares/Employee Resources/Graphic Resources letterhead folder.
- Please order all preprinted letterhead and envelopes through the Printing Center.
- Color stationery is designed for formal correspondence. Since it is a more expensive option, it is not advised for internal communications or for those messages which are likely to be copied or faxed. Please use the envelopes that coordinate with the stationery, both color and black/white envelopes are available.
- Pre-printed envelopes with the college's bulk mail permit stamp may be available through the Printing Center.

Large Envelopes and Labels

Large catalog or manila envelopes are available on order through the Printing Center.

Notecards

GFC MSU Notecards and envelopes are available for your use from the Printing Center.

Folders

Great Falls College MSU folders are available for your meetings from the Printing Center.

Business Cards

- Personalized business cards are ordered through the division administrative assistants and the cost of imprinting charged to the appropriate program budget.

Name Badges

- Please order these through your administrative assistant – the production charge will be allocated to the designated program budget.

Website Design

It is in the best interest of the college to have its web presence reflect its high standards. A series of templates has been designed for web pages to ensure consistency of design. The templates are available from the Webmaster in the

Communications and Marketing department. GFC MSU is committed to communicating a clear and consistent identity to external as well as internal audiences. A standardized website helps us achieve this consistent image and navigation structure.

The standard web design provides a consistent look and feel as well as a system of navigation that makes it easy for users to make their way through the thousands of content pages within the College's domain. It includes a footer that includes contact information as well as required links to information on Accessibility, Terms of Use, Privacy Policy, Your Right to Know, and the site index.

Media Relations/News Releases

Communications and Marketing is to be kept fully and promptly informed about events, incidents and developments in which there is current or potential media or public interest. In the event of controversy as well as in routine matters, it is the responsibility of the Communications team to work closely with those involved to coordinate release of news items, respond to inquiries and to offer counsel as requested or required.

If you are contacted directly by a media representative for an interview, please inform and/or refer the media representative to the Communications team – specifically the Executive Director of Development, Communications and Marketing; or the Marketing Specialist. This will ensure accuracy and consistency in all external College contacts with print and broadcast media.

Information with reference to students will not be released unless the information qualifies as "Directory Information" as legally authorized under the Family Education Rights and Privacy Act of 1974 (Buckley Amendment).

College Spokesperson

The CEO/Dean of Great Falls College MSU is the primary spokesperson and in his/her absence, it is the Executive Director of Development, Communications, and Marketing.

News Releases

The Communications team in the Communications and Marketing department coordinates appropriate release information relative to college events, activities and employee recognition with departments and/or officials. Releases are designed (1) as the initial contact for media to use as reporting background and/or (2) to be filed as articles for publication: subjects to include faculty, staff, students, events, other newsworthy items. All news items or leads are to be reported to the Communications and Marketing department and will be reviewed for appropriate dissemination for internal and external distribution. Proper lead time is required in planning and disseminating all information.

News Release Distribution

Releases are distributed to appropriate media by the Communications and Marketing Department using appropriate news release format. Distribution includes radio, TV and print, including weekly and daily papers, statewide and local relative to subject and interest. Contact names and information for appropriate faculty, staff or students are often given (with permission) to allow the media to easily reach the primary source of information.

Photography

The Communications and Marketing department coordinates photography to capture college events and activities. Please call the Communications team in Communications and Marketing in advance to ensure that photos will be taken. Digital and print photos are the property of the college and are housed in the Communications and Marketing Department. Photo releases are required prior to publication.

Advertising

All advertising for the college must be coordinated through the Marketing Specialist to keep all College communication consistent.

Campus News

Campus News is an internal publication generated weekly online during the academic year by the Communications and Marketing department. Its purpose is to inform stakeholders of campus opportunities, schedules of events, policy information, new personnel and achievements of the college. Information is encouraged and welcomed from faculty, staff, administration, students and trustees about promotions, presentations, awards, honors, publications, etc.

Directories

Maintained by Student Services, a printed one-page directory that shows staff names, room and phone number is available on Excel from the front desk administrative associate in Student Central. A searchable directory is available on the College's website.

Organizational Chart

Maintained by Human Resources, the Organizational Chart is available on the website on the About tab.

Signage

Communications and Marketing monitors and updates internal way-finding signs. Postings are also monitored by this department in collaboration with HelpDesk personnel.

Compliance Statements

The following compliance statement should be included in all publications that are distributed to the general public.
Equal Opportunity & Non Discrimination

Great Falls College Montana State University is committed to the provision of equal opportunity for education, employment, and participation in all College programs and activities without regard to race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), protected veteran status, gender, age, political ideas, marital or family status, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. The Equal Opportunity Officers are the Human Resources Director and the Associate Dean for Student Services, 2100 16th Avenue South, Great Falls, MT 59405 Telephone: 406-771-5123 or 406-771-5133.

Affirmative action in employment

Great Falls College MSU is a Disabled/AA/EEO/Vet Preference Employer. All qualified individuals are encouraged to apply. All qualified applicants will receive consideration for employment without regard to their veteran status or on the basis of disability. Please contact the Executive Director of Human Resources for more information on veterans' preference & equal opportunity, or to arrange accommodations for a disability.

Gainful Employment Statement

Information on the Gainful Employment Program can be found at: <http://catalog.gfcmsu.edu/>.

Accreditation Statements

Great Falls College Montana State University is accredited by Northwest Association Commission on Colleges and Universities, a regional postsecondary accrediting agency. Regional accreditation assures the quality of the educational experience and facilitates the transfer of credit to state and national colleges and universities.

Great Falls College Montana State University is accredited through NWCCU, the Northwest Commission on Colleges and Universities.

Educational Programs

All educational programs offered by Great Falls College MSU are approved by the Montana Board of Regents, United States Department of Education, United States Department of Veterans Affairs, and Montana Department of Vocational Rehabilitation Services.

Describing the College

71 words

About Great Falls College MSU

Great Falls College MSU is a comprehensive community college offering degrees and certificates that prepare students to enter high-skill, high-demand careers or to transfer to a bachelor degree program. The College sustains community relationships that ensure that its educational programs support local and state economic development. Student enrollment is approximately 1500 students per semester in credit-bearing courses. Lifelong Learning courses offer a wide variety of skill-building and leisure activity opportunities.

140 words

About Great Falls College MSU

Great Falls College MSU (GFC MSU) is a progressive public college offering two-year transfer degrees as well as degrees and certificates that prepares students to enter high-skill, high-demand careers. The College is located in the city of Great Falls which is located at the convergence of the Missouri and Sun Rivers. It has a population of over 58,000 and a moderate climate with clean pure air. Founded in 1969, GFC MSU has continued to adapt and transform itself to the needs of the community and a changing world. The College continues to add programs as workforce need is substantiated. Many articulations are in place to ensure that students earning an Associate degree will transfer smoothly to a four-year college or university. During the academic year, over 3000 students take courses at the College. The full-time enrollment equivalent is approximately 1400 students.

280 words

About Great Falls College MSU

Great Falls College Montana State University (GFC MSU) is a two-year college that fosters the success of our students and their communities through innovative, flexible learning opportunities for people of all ages, backgrounds, and aspirations resulting in self-fulfillment and competitiveness in an increasingly global society. In the next decade, Great Falls College MSU will play a leading role in transforming the lives of our students, their communities and the economic prosperity of Montana by responding to learner and community needs through the use of partnerships, innovation, outreach and technology.

Great Falls College MSU offers challenging, high-demand programs in the areas of Health Sciences, Business, Technology, Trades, and General Education. Associate of Applied Science degrees, the Associate of Arts degree, and the Associate of Science degree along with Certificate programs and Professional Certifications provide you with choices to achieve your educational goals. If your plan is to transfer to a four-year college, you will find numerous courses that will allow you to complete the Montana University System general education core prior to transfer. Daytime, evening and Internet courses are available to provide you with flexibility in scheduling.

The College boasts a dynamic Lifelong Learning program that proactively address workforce training needs as well as courses that sustain lifelong learning and personal enrichment. Short-term seminars and workshops are available throughout the calendar year to provide training to employees striving to strengthen their job skills. Contract Training is available to your business, providing educational opportunities specifically tailored to the needs of employers.



The College is located in southeast Great Falls on a beautiful 39-acre campus and serves approximately 3000 students a year.

History of the College

- 1969** Vocational Technical Centers were established by the Montana Legislature in Great Falls, Butte, Helena, Missoula and Billings to offer employment training in vocational and technical fields including adult education, licensed practical nursing, dental assisting and food services. Original governance was under the Great Falls School District.
- 1971** Programs were physically consolidated into two elementary schools (Largent and Washington) and administered as the Great Falls Vocational Technical Center. The Center was governed by the Office of Public Instruction and administered by policy regulation of the local board of trustees of the Great Falls Public Schools-District A.
- 1973** A plan for land acquisition and building construction of a unified center was approved for \$4,000,000; \$2,000,000 state monies and \$2,000,000 local monies.
- 1975** On March 12, building construction began on 35 acres of land located at 2100 16th Avenue South
- 1976** The Center building was completed in December, 1976.
- 1979** Accreditation by Northwest Association of Schools and Colleges
- 1985** Will Weaver appointed Dean.
- 1986** Commencement exercises were established to include all students finishing their programs and were held at the end of each academic term. This replaced graduation ceremonies for each program.
- 1987** In July, the State Legislature delegated the general administration and supervisory control of Montana's five vocational-technical centers to the Montana Board of Regents of Higher Education.
- 1989** In August, the Board of Regents approved an articulation agreement between the Great Falls Vocational-Technical Center and Northern Montana College to offer two Associate of Science degrees, Business Administration and Computer Information Systems, in Great Falls.
- 1990** The Center was granted the authority to award Associate of Applied Science Degrees in Allied Health, Business and Office Technology and Trades and Technology. The Center converted from quarter to semester credits.
- 1991** Received a five-year grant to pilot the Tech Prep program in Montana. The North Central Montana Tech Prep Consortium was formed with articulation agreements in place with forty-one high schools throughout Montana to allow high school students to complete courses that are transcribed toward a two-year associate of applied science degree at the College of Technology – Great Falls.
- 1994** On July 1, the Center became affiliated with Montana State University and renamed 'Montana State University College of Technology – Great Falls. Governance of the Montana University System remains headed by the Board of Regents with state public postsecondary institutions affiliated with both the University of Montana and Montana State University reporting to the Regents.
- The Great Falls Higher Education Center was identified by Commissioner Jeffrey Baker as being located at the MSU College and the Dean of the College was appointed as Director of the GF Higher Education Center.
 - Reaffirmed as an accredited institution by the Northwest Commission of Schools and Colleges.
 - Developed a partnership with the Montana Job Service to provide student placement through a counselor located on campus.
 - Developed a partnership to provide distance education through METNET, a two-way interactive video system.
- 1995** The College of Technology established a customized training office off-campus Approval of the Associate Degree by the Board of Regents.
- Received funding through MSU in Bozeman for architectural services to establish a building plan for the completion of the unfinished portion of the College.
 - MSU's President, Dr. Michael Malone, in conjunction with the Dean of the College of Technology named an Institutional Advisory Board made up of Great Falls business leaders to give input to chart the course for the College of Technology and for two-year education in the Great Falls area.
- 1996** The College of Technology was approved to deliver technical programs to Bozeman.



Groundwork was laid to seek approval for the Associate of Science Degree with articulations to 4-year colleges.

- Development of the MSU College of Technology Customized Training Center downtown co-located with High Plains Development Authority, Great Falls Area Chamber of Commerce and the Business Improvement District.
- 1997** Planning the upcoming renovation project was a campus-wide effort. Completion is slated for August 1999.
- 1,465 people were served through customized training opportunities in 1997. 571 students attended computer seminars.
- 1998** Initial efforts were made to develop the College as a Regional Cisco Academy to offer training to both college students and high school teachers.
- Web Development Technology was approved as an AAS degree program.
 - Enrollment reached a record 1,000 students fall semester 1998.
- 1999** The first Med Prep Conference to prepare high school students for health careers was held.
- Banner 2000 was adopted to handle payroll, student records, financial aid and business office data.
 - The first Storefront University was held downtown in October.
 - There were 12 Internet courses offered fall semester 1999 with 157 enrollments.
 - Health Information Technology courses were developed to be offered over METNET interactive video.
- 2000** In response to community requests, the college implemented surgical technology and requested a dental hygiene program.
- 2001** Dr. Mary Sheehy-Moe appointed Dean / CEO.
- A shortage of teachers prompted Pathways to Elementary Education - a partnership with MSU-Northern.
 - The College was named a Cisco Regional Academy.
- 2003** Design Drafting Technology awarded its first AAS degree.
- 52% of the College's full-time faculty now teach online.
 - 3 community members were appointed by Governor Martz to serve as the College's Executive Committee.
- 2004** First class of 14 students graduated with an AAS in Dental Hygiene.
- The Associate of Arts (AA) degree was approved by the Regents.
 - The College was awarded the RITE grant from the National Science Foundation to focus on information technology education.
 - Online offerings were added to face-to-face dual credit courses available to high schools.
- 2005** The College piloted a Certificate in Creative Arts Enterprise, laying the foundation for workforce development in the creative sector.
- House Bill 540 secured \$11 million for a new addition to the campus.
 - The College initiated the AAS degree in Aviation at the College of Technology in Bozeman.
- 2006** An AAS in Radiological Technology was approved. The program is a cooperative effort with Benefis Healthcare.
- A Groundbreaking Ceremony celebrated the facilities renovation and building project due for completion in late 2007.
- 2007** A Groundbreaking Ceremony for the Construction and Industrial Trades Building was held on August 27.
- The College Planning, Budget and Analysis Committee (CPBAC) was formed with representation from all major constituencies on campus to ensure that the College's progress toward its mission is on target, tracked, and appropriately funded.
 - Outcomes assessment has engaged faculty and staff campus-wide. The measurement of student learning is the focus of this ongoing, integrated effort.
 - Enrollment at the College reached 1,212, including the College of Technology at Bozeman.
- FY07
- 2008** On January 9, students and faculty participating in Orientation Day were invited to attend a Flag Ceremony to commemorate our military students and staff. The flag that was raised had been flown over the US Capitol on Veteran's Day, 2007.



- On January 16, the first day of semester, a ceremony was held to welcome students and inform them of the changes on campus.
 - A grand opening of the new building expansion was held on February 12 with the theme 'Look How Far We've Come.' Over 350 people attended.
 - Welding and Carpentry programs began in the new Construction and Industrial Trades building fall semester 2008. The Medical Assistant program was brought out of moratorium.
- 2009** A \$1.9 m grant was received to promote wind energy curriculum and infrastructure through statewide partnerships under the WindMontana umbrella.
- Funding received from the legislature for Child Care Center and Simulated Hospital.
 - Joe Schaffer appointed as Dean / CEO
 - Weaver Library dedicated in honor of Will and Nancy Weaver.
 - New programs: Graphic Design
 - The Great Falls Public Schools Adult Basic Literacy Education Program (ABLE) moved to the MSU – Great Falls Campus.
- 2010** Waded Cruzado appointed as President of Montana State University.
- New Programs: Sustainable Energy Technology, Pharmacy Technician
 - A 50kW wind turbine was installed.
 - Montana State University approved to administrate the two-year programs in Bozeman through the Gallatin College Programs (formerly the MSU – Great Falls' extension, College of Technology in Bozeman)
 - New Programs: Sustainable Energy Technology, Pharmacy Technician
- 2011** Common Ground Operational Plan put into effect.
- Dedication of the Simulated Hospital on November 29.
 - Dr. Joe Schaffer announced his departure to take the Presidency of Laramie County Community College in Cheyenne, WY in January 2012.
 - Fundraising goal for beginning construction on Child Care Center is reached.
 - Partnerships with Great Falls Public Schools: Adult Basic Education and Pathways Advisors
 - Program closed: Auto Body Collision and Repair
 - New Programs: ASN – Registered Nurse program and Dietetic Technician approved – will start fall 2012
- 2012** New name - New leadership
- Dr. Gwen Joseph appointed as Interim Dean/CEO in January 2012.
 - The Board of Regents renamed the College as Great Falls College Montana State University
 - Dr. Susan J. Wolff began her term as CEO/Dean of the College
 - Formal affiliation between the MSU Alumni Foundation and Great Falls College MSU
 - Child Development Center construction completed in December 2012; Children's Choice selected to manage the center
 - New logo approved
 - Program changes: Nursing program on temporary hold for FY2013; Welding program ramps up for anticipated worker demand in community
- 2013** Opportunities and Outcomes
- Bright Beginnings Learning Center opened in January
 - First annual Project Homeless Connect led by Dental Hygiene students
 - Issksiniip Native American Enrichment Center opened in February
 - Community surveyed to lay foundation for Academic Master Plan
 - Groundwork for Strategic Enrollment Management planning
 - Great Falls College Montana State University was appointed as the lead college for the \$25 million, 13-college consortium TAACCCT III grant – Strengthening Workforce Alignment in Montana's Manufacturing and Energy Industries (SWAMMEI)
 - Program changes:



2014

- The College's first full-time arts and humanities faculty was hired
- The Great Falls College MSU College/Community Choir was formed
- Program changes:

2015 Prioritization

- Great Falls College Montana State University adopted a new mission statement, vision, values, and tag line
- The College underwent a prioritization process in which faculty- and staff-led teams identified both academic and administrative programs for reallocation of resources
- Program changes:

2016

- The Great Falls College Montana State University College/Community Choir performed in Carnegie Hall in New York City
- Program changes: