HELENA COLLEGE
University of Montana

INSTITUTIONAL EFFECTIVENESS COMMITTEE
Minutes
Don 102O (fishbowl) – 11/08/2017

In attendance: ☒ **Brown**, **Mike** (chair/ via Skype)
☒ **Burke, Tammy**
☒ **Dellwo, Sarah**
☐ ~~**Fillner, Russ**~~
☒ **Hickox, Chad**
☒ **Kiesling, Robyn**
☒ **Stearns Sims, Elizabeth**
☒ **Turner, Patrick**

Also in attendance: **Marston, Summer** (recorder)

The mission of the Institutional Effectiveness Committee is to evaluate the efficiency and effectiveness of college operations to ensure that policies, processes, and resources achieve optimal outcomes. The work of the committee will be informed by the college's mission, core themes, and strategic goals; evidence-based, results-oriented; and holistic, inclusive, and responsive.

APPROVAL OF MINUTES FROM OCTOBER 11, 2017
Mike made a motion to approve the minutes, Chad seconded. No further discussion. All in favor, motion carried.

FINALIZE 2016 SENSE FINDINGS/RECOMMENDATIONS AND IDENTIFY AREAS/INDIVIDUALS FOR CONSULTATION/IMPLEMENTATION AND FOLLOW-UP
Close to wrapping up. Based on discussion at the last meeting, Mike pulled consolidated recommendations and showed overlap from each group. Tab provides additional data. Listed each as Process, Service, Resource, Curriculum, and Instructional Practice. IE needs to decide how to prioritize and if all items need to be addressed or just some. Some items would require feedback from involved areas. Discussed forwarding recommendations, not action items. Concern about initiative fatigue, how to make the connections with everything else.

First year experience has many ways to lay it out; faculty have to be involved. Unsure what it looks like for HC at this time. That conversation is happening with CCA and the redesign. Important to remember the starting point – trying to get new students engaged. Focus on that issue, not adding more initiatives. Many things would help new students, but remember there is a bigger audience.

Keeping new student engaged:
- Promote active engagement with advisors
- Introduce and reinforce successful student behaviors inside and outside of instruction
- Introduce/emphasize clear pathways to educational goals (career or transfer)
- Establish student-to-student and student-to-faculty connections to build community

Guided pathways:
- Improve resources and support for career exploration
- Introduce/emphasize clear pathways to educational goals (career or transfer)

- Clarify need and importance of developmental coursework
  - Collapse the time? (MUS Policy says within first 32 credits). If require students to complete in the first year, must ensure it is available to all students regardless of when they apply and register.

Sarah will take the following to Internal Processes:
- Expand access to and better coordinate enrollment/intake process
- Review enrollment process to determine how and when financial eligibility is discussed

First Year Experience could be massive rollout or could be piloted with a group like LEAP, a guided pathway for the undecided student. First Year Experience for set pathways is relatively easy, but more difficult with undecided. Still need to figure out how it fits with the College. Starting discussions about next year. Maybe pilot with a smaller group, including all the components – have students register, stay in the classes, build a community, collect data, how they persist, rather than just being in the same classes together. Get faculty/staff champions, show people that the concept works, then roll out campus-wide. Learning is formal and informal. Instead of cramming all info into orientation, address through the whole semester or year. First year experience should be just as important as capstone. LEAP was a toehold. Will include Patrick, Robyn, and faculty who are attached (no need to include Sarah; they are aware of schedule needs). New faculty/staff at the table to collaborate and truly build a community.

COMMITTEE WORK PLAN FOR AY2017-2018 (DISCUSS POTENTIAL TOPICS FOR CONSIDERATION)

Potential Topics (from first IEC meeting)
- Guided Pathways Model/Engagement Tool
- 2016 CCSSE survey results
- Course Capacity/Scheduling Study
- Workshop on Data Literacy
- Enrollment Management Plan
- Other Suggestions?

Attachments
Updated Summary of Group Findings and Recommendations (Spreadsheet)

DELIVERABLES
Mike will update the spreadsheet following this meeting and send it out to the committee. Committee members will update it with those involved in actions and recommendations ranked/prioritized.