ATTENDEES:
☒ Mike Brown (Chair), Institutional Researcher
☒ Summer Marston (recorder), Administrative Associate to the Dean/CEO
☒ Sandra Bauman, Associate Dean of Academic & Student Affairs
☒ Russ Fillner, Assistant Dean of Fiscal & Plant
☒ Mary Lannert Director of Continuing Education
☒ Nathan Munn, Faculty Senate President
☒ Jessie Pate, Staff Senate President
☒ Hannah Johnson, Student Senate President
☒ Bryon Steinwand, Faculty Representative

Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.

IDEA Committee Mission: The Institutional Development, Effectiveness and Accreditation Committee is a representative body whose mission is to advance the strategic direction of Helena College through assessment and planning. The committee also has oversight for activities related to maintaining institutional compliance with regional accreditation policies and standards.

Mike welcomed the group. Last meeting was informal; this will be the first working meeting.

1. Revised committee mission statement (suggested edits are highlighted)
   Discussed SPAA mission statement; Mike added “The committee also has oversight for activities related to maintaining institutional compliance with regional accreditation policies and standards” to address the addition of Accreditation. Nathan moved to accept the changes, Bryon seconded. All in favor; updated Mission statement adopted.

2. Accreditation Update
   Will be standing agenda item. Mike explained the process for program changes BOR, NWCCU, DoE.

   On 8/30/2018, NWCCU acknowledged notification of the following Helena College program changes:
   • Moratorium on first year of Automotive Technology AA S program (effective fall 2018)
     Late departure of faculty, enrollment challenges, alignment with industry.
   • Termination of Interior Space Planning and Design AC program (effective fall 2018)
     Challenges with market and inability to articulate a transfer program.
   • Termination of Sheet Metal Apprenticeship AAS program (effective fall 2018)
     Originally was 2-year; conversations with industry led to change to 1-year degree.

   Earlier this summer, these program change submissions were also approved:
   • Fire & Rescue program distance education delivery in Park County, MT
     Now updated with NWCCU and DoE.
   • Sheet Metal Apprenticeship program change from AAS to CAS (effective fall 2018)
3. Projects for the AY2018-2019
   - Coordination with SEP Workgroup on Program & Services on evaluation of existing program review process and recommendations for improvement
     A great deal of overlap between SEP and SPAA/IDEA; will help with coordination.
   - Implementation of Helena College Assessment Database for documentation and reporting of student learning outcomes at program and course level
     During IDD, discussion about annual plan; will be wrapped into the existing database Bryon is building. HC-assessment.helenacollege.edu and log in. Area managers include program directors/faculty, committee chairs, senate presidents. Mike gave a brief demo of the database. Each area will choose 3-5 strategic goals and attach specific objectives; specific information is requested. Review, summarize, and give status at the end of the year. Mike provides basic budget info; updates throughout the year. Bryon will place a button to export/print the page. Access will transfer to next senate president, committee chair, etc. by updating Net ID. IDEA members thanked Bryon for all his work. Will test out this year, make improvements as needed. At the end of the year, the IDEA committee will use this information to determine how the institution did overall regarding mission fulfillment. Feedback will also be helpful to SEP when looking at programs and services.
   - Establishing processes for achieving new core theme objectives and indicators (2.1.1, 2.1.2, 2.2.1, 3.1.1, 3.1.2, 3.3.2, 3.3.3)
     Assessment of student learning outcomes (Core Theme 2) was a big gap in the last accreditation cycle. Bryon’s database will capture the data for Objective 1 Indicator 2. Will not have everyone in the database at first, but will be starting. Need to determine how to measure info literacy and diversity for Objective 1 Indicator 1. Jessie discussed the information literacy tutorial; more of a service to instructors than a formal assessment. Sections consist of a pretest, a lesson, and a post test. Some instructors actually assign it; some are assigning and referring to the library as needed. Have awarded 764 certificates since summer (a single student can earn up to six certificates) and 256 certificates of completion for the tutorial since July. Students take the tutorial for WRIT 101 and can submit the same certificate. Broad tutorial goes through basic concepts. Less relevant for trades programs as they do not do much formal research, but important that they get some. IDEA members discussed if the tutorials are sufficient to determine how well HC assesses info literacy, how to track the percentage of students taking it. NWCCU does not require for every student, but need a significant sample. Concern about giving a grade if the student has previously done it. Jessie took IDEA members through the tutorial; available through Moodle. More effective in conjunction with classwork.

4. FY18 Final Program Expenditure Report (CUR)
   Mike reviewed the report with IDEA members. Every program on campus with a budget is listed grouped by administrative categories. IDEA has been assessing unrestricted funds to assist with transparency. Many programs get income from fees, but not discretionary. Budget committee reviews budgets excessively over/under to help plan for the following year. Mike does not include the bookstore as it is self-funded. Some CE is discrentional from CUR (Mary’s salary, SBDC – does not show revenue), however Mike does include CE in the report. Sometimes funds get moved around; Russ would know what was moved. IDEA committee will ask Leadership to what extent they will be part of new budget process.