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
☒ Byron 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.

1. Accreditation Update
   • NWCCU Regional Town Hall Meeting – University of Montana, 9/25/18 - Sandy (attachment)
     New NWCCU leadership is reaching out for feedback through Town Hall meetings in states rather than everything based in Seattle. Education expense, scarce resources, demographics, aging population, delivery of education. Focus has been on compliance rather than what campuses do to support students. IDEA members discussed risk-based accreditation; NWCCU is doing their 7-yr comprehensive review of standards. Campuses expressed support to keep core themes, common student outcomes, changing accreditation reaffirmation process to focus on at risk schools rather than those performing well; disagreement with establishing minimums for graduation, retention, and loan default rates.
   • HC Peer Evaluator Nominees (Della Dubbe, Tammy Burke, Patrick Turner) – Mike
     Dean Bingham, Mike, and Chad participated in peer evaluation teams. Last year, Mike opened it up to others on campus. Provides insight to how things are done on other campuses. Approximately 5-day commitment.
   • Update on response to Recommendation 3 (Faculty Evaluation Process) - Sandy
     Year 1 recommendation to improve faculty evaluation process; NWCCU requested an ad hoc to address. Chad worked with an ad hoc committee. Sandy will reconvene; plan to start in spring 2019.

2. Follow Up on FY18 Final Program Expenditure Report & New Budget Assessment Process – Mike/Russ
   Recommendation made prior to change in budget process. Budget Management Team (Cabinet, Robyn, and Tammy) will utilize the data; meeting biweekly. Process more structured top-down through the flow of responsibility; formalize internal RFPs for contingency fund processes. Looking at necessary, enhancements, and long term, as well as replacements. IDEA focus on alignment with strategic plan and core themes. Pulling data together – final FY18 and over/under. BMT will meet groups (directors including Nursing and F&R, Donaldson faculty, Trades faculty to review prior years and look towards FY20 budget creation. Fees reviewed this year. Similar timeline to last year. BMT will work with the Foundation to seek funding for specific budget items. Russ will update budget managers quarterly.

3. Finalize AY1819 IDEA Committee Work Plan – (Mike will review proposed online plan document)
Goals:
1. Annual plan – Mission statement, narrative, goals.
2. Ensure processes are in place to collect and review data on CT and Indicators; must evaluate yearly.
3. Coordinate with SEP Programs & Services, Excellence and Innovation Opportunities working group.
4. IDEA serves as accreditation steering group, primarily responsible for drafting of reports, editing, etc.

4. Continue Discussion on New Core Theme Indicators (attachment)
   Must determine how to collect data, who is responsible, etc.
   - Indicator 2.1.1 – status/next steps on assessing information literacy and diversity
     All students are expected to meet institutional competencies regardless of program. Discussed flagging an assessment as info literacy or diversity, comparison of the complexity/quality. Drop-down in the database to select one category and add comments detailing assessment. If mapping to combined institutional competencies, cannot choose only one; better to tag those that are also info lit. Could also do this process for diversity at the course level and map up to competency. Library course be used as assessment. Directors discussed technology competency; possibly a placement test. Amy and Patrick are looking at assessments for incoming students. Discussed Accuplacer and WorkEase. Determine what is already being done; set benchmarks to measure success. Then audit to ensure assessments are done to the right level. Nothing in place to document currently; pilot group will start using the database this fall and all faculty in the spring. Jessie will send framework to Bryon; largely 4yr and degree-granting, but could be adapted to CC environment. Info lit and technology lit are very different; IDEA members agreed to split into two outcomes. Bryon and Jessie will create drafts of technology competency to bring back to IDEA; then build the assessment into the database. Discussed having Nathan take to faculty senate. Question about course outcomes; will have to keep in touch with CCN initiative at OCHE.
   - Indicator 2.2.1 – professional development (level of investment & % deliverables achieved)
     Faculty senate has some PD money; take to HR director.
   - Indicator 3.1.1 – assessment of workforce needs (% of programs completing assessment every 3 years)
   - Indicator 3.1.2 – responsiveness to workforce needs (completed activities, employer satisfaction survey)
   - Indicator 3.3.2 – completion of non-credit credentials (annual pass rate)
   - Indicator 3.3.3 – adult education (annual transition rate of AE and A2S students to Helena College)

Next meeting will be rescheduled.

Mission Fulfillment:
“Helena College does integrate these into their culture for many reasons. Mainly, they have many different types of resources to truly ensure success. From tutors to many clubs, there is a fit for anyone that would be interested. There are also career fairs during the semester to find a fit for you after you’ve graduated, not to mention, the advisors are always so willing to help in any way they can. For me, this is significant because I attended a four-year university, and never felt the inclusiveness that Helena College offers to any degree. I have never felt like teachers and staff have wanted me to succeed more than they do here. It truly is remarkable.”

-Student comment from a recent OT class discussion on mission/vision statements Strategic

**DELIVERABLES**
- Bryon and Jessie will create drafts of technology competency to bring back to IDEA.