

# Annual Plans

AY 2024-25

Each program, department, council, and committee is responsible for completing an annual plan, setting one to three goals for the year. These goals must align to the strategic plan, and plan developers must describe how they will accomplish the goal and establish indicators for success. At the end of the year, plan developers reflect on the results of the actions and outline future actions for continuous improvement. The IDEA Committee reviews the plans to develop an understanding of progress toward mission fulfillment as it relates to the strategic plan.

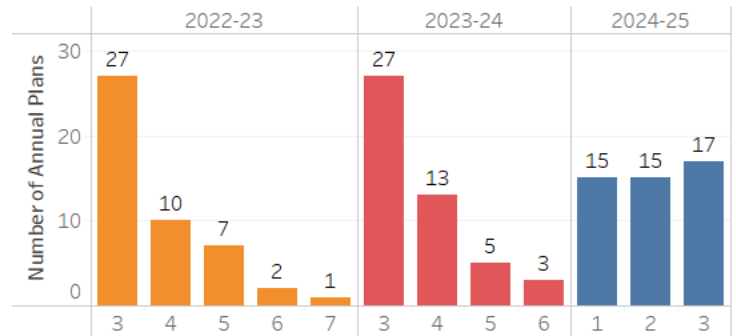
Find more charts, full text of all annual plans and IDEA Council review of the plans on the [Annual Plans Dashboard](#).

## Summary of Plans

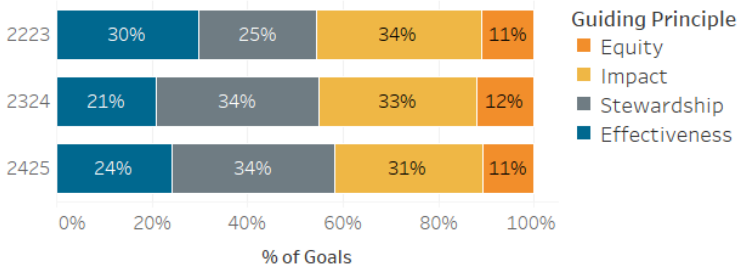
### Initial Plans

For the first time since plans began in AY 2018-19, the required number of goals per plan has been reduced. This decision was made in response to feedback that the plans took a long time to complete and that many smaller areas found it difficult to identify at least three goals. IDEA Committee is now receiving feedback that three goals is not enough for some larger areas, so this change will be revisited before AY 2025-26.

Count of Plans by Number of Goals



### Goals by Guiding Principle and Year

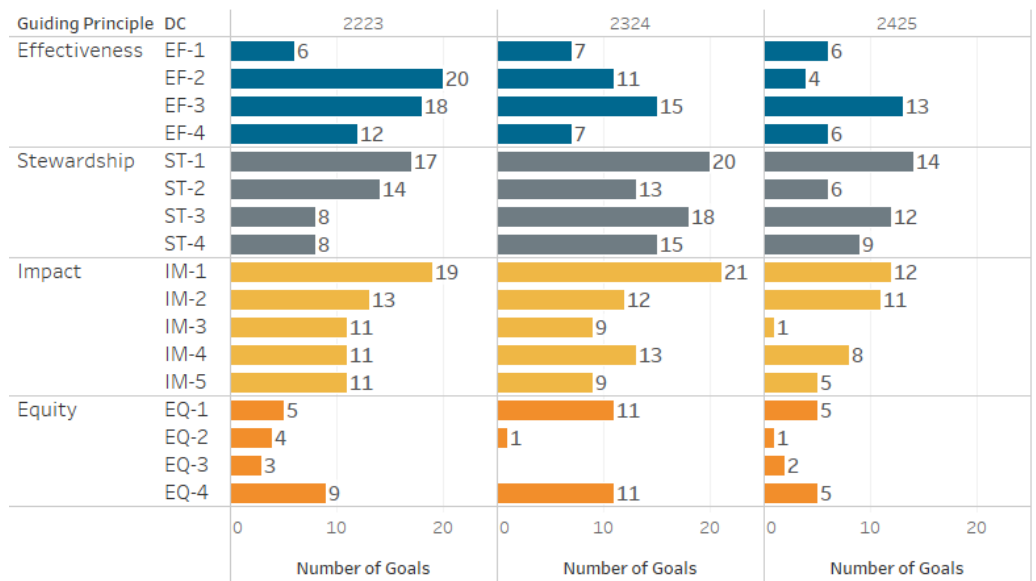


Fifty-six areas set 120 goals total, an average of 2.1 goals per area. This is a notable decrease from the average of 3.6 goals per area in prior years, when three to five goals were required. Interestingly, this change has led to a shift in the distribution of how many goals an area sets. Rather than the minimum being the most common number, as was seen in prior years, there is a nearly even distribution in the number of areas setting one, two, and three goals.

The distribution of goals aligned to each guiding principle has remained relatively the same over the last three years, with the most change observed in the proportion of goals aligned to Effectiveness.

Differences in alignment are also evident at the defining characteristic level. Notably fewer goals were aligned with EF-2, ST-2, and IM-3 than in previous years. Each defining characteristic is aligned with at least one goal at this point.

Goals by Defining Characteristic and Year



## IDEA Council Review

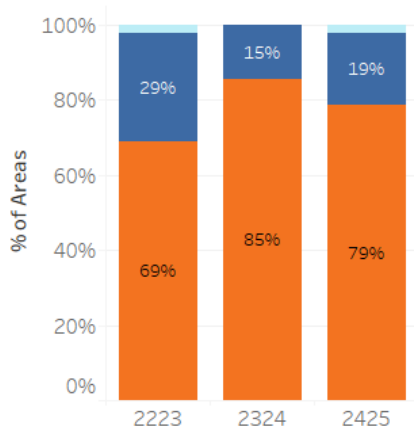
After receiving supervisor approval, each initial plan is reviewed by a member of the IDEA Council according to the following criteria:

- Overall clarity and completeness
- Alignment of action items to strategic plan
- Quality of action items, indicators, responsible party, and planned term completion (according to SMART criteria: specific, measurable, achievable, relevant, and time-bound)

### IDEA Review by Year - Initial

#### Initial Plan Quality by Year

The information in the plan is concise and clearly understood.

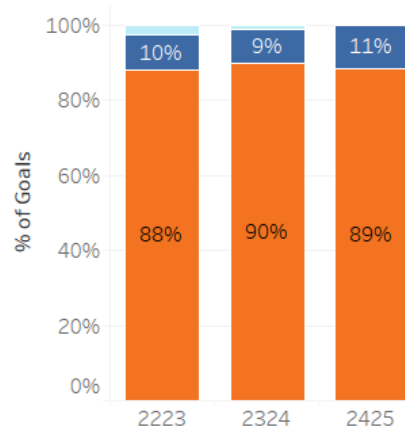


#### Plan Quality

- A significant amount is not concise and clearly understood
- Most is concise and clearly understood
- All information is concise and clearly understood

#### Alignment by Year

Goal is aligned with an appropriate defining characteristic.

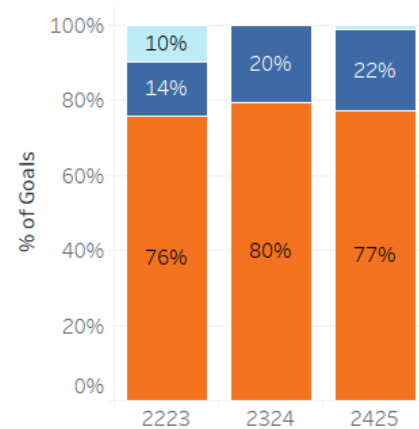


#### Goal Components

- No
- Somewhat
- Yes

#### SMART Goals by Year

Action items, indicators, planned term completion, and responsible party together form a SMART goal.



#### SMART

- No
- Somewhat
- Yes

## Plan Quality

Overall quality has dipped slightly since last year, but remains high. Reviewers did notice that some action items or indicators did not make sense with the goal statement, which may lead to a disconnect between the overall goal and the defining characteristic chosen by the plan author. Additionally, vagueness in the action items and indicators continues to be a top concern.

In an effort to ensure plan authors read and consider the feedback provided the IDEA Council, the council has decided to directly ask plan authors to respond to the recommended changes. The council will then follow up on those recommendations after mid-year updates are completed in February.

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AY 2024-25

## Examples

The following goals have been identified as good examples of SMART goals. These goals can be viewed in the [Annual Plans Dashboard](#).

Area	Goal #	Area	Goal #
Budget Management Team	1	Cosmetology	1
Crisis & Emergency Response	1, 2, 3	CTE and Perkins	2
Diesel Technology	1	Gen Ed, Transfer, & Academic Support	1
IR & Effectiveness	1, 2, 3	Natural Science	1
Staff Senate	2	Written Communication	1

## Notable Work to Support the Strategic Plan

The following goals are just a sampling of the hard work being carried out across campus in support of the strategic plan.

Defining Char.	Area	Goal
EF-1	Fine Arts	Build a summer bridge program to expose high school students to the arts and humanities at HC.
EF-3	Social Psychological Sciences	Revise and update course objectives for SOCI 160 and SOCI 234 to ensure alignment with the latest research in the field and best practices in education.
ST-1	ASHC	Current officers plan to create training materials to support future executives and senators.
ST-3	Crisis & Emergency Response	Implement a comprehensive Emergency Operation Plan unique to Helena College.
IM-1	Diesel Technology	Instructors will take an NC3 course so that they can incorporate the information in their courses and provide students with additional certification.
IM-2	K-12 Partnerships	Develop structured pre-pathways that help high school students take purposeful credits, aimed at achieving career, certificate or degree objectives.
IM-3	Montana 10	MT10 scholars will participate in at least one career development activity during the academic year.
IM-4	Cosmetology	Establish meaningful relationships with key stakeholders in the cosmetology community.
IM-5	Enrollment	Successfully choreograph and manage the deployment of both DegreeWorks and CourseLeaf products to allow for enhanced student degree tracking and career planning.
EQ-2	Student Wellbeing & Engagement	Compile all resources (housing, parenting, mental health, food, etc.) and ensure they are accessible to all (staff, faculty, students). Also make it accessible within Maxient for easy sharing with students.
EQ-4	Montana Motorcycle Rider Safety	Increase the availability of MMRS courses to rural communities in eastern Montana.