



# INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION COUNCIL BYLAWS

## Mission

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

## Objectives/Description:

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The IDEA Council accomplishes its mission by carrying out the following objectives:

- Facilitate development of and updates to the college strategic plan
- Review and document mission fulfillment
  - Monitor key performance indicators
  - Track progress toward strategic goals
  - Direct annual plan process and review all plans to ensure goals are high quality and align to the strategic plan
- Monitor compliance with NWCCU Standards for Accreditation
- Make recommendations to the Dean’s Cabinet, Budget Council, or other committees/departments, as needed, to ensure the strategic plan is carried out
- Educate the campus about mission fulfillment, accreditation, and strategic planning

## Membership

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Role	Term
<b>Chair (IR)</b>	Standing
<b>Database Developer</b>	Standing
<b>Director Community Education Center</b>	Standing
<b>Staff</b>	2 years
<b>Gen Ed Faculty</b>	2 years
<b>Trades/Technical Faculty</b>	2 years
<b>Cabinet</b>	2 years
<b>At Large (director/staff)</b>	2 years
<b>Recorder (Dean’s Executive Assistant)</b>	Standing

- Standing members hold a permanent position on the council based on their roles in the organization. The two-year terms will be staggered to maintain some consistency from year to year.
  - Staff, Cabinet, and At Large members should represent a variety of different campus departments.

- All representatives of larger groups are recruited by emailing the groups and asking for a volunteer. In the absence of volunteers, the council will brainstorm potential members to invite from those groups.
- The Director of Institutional Research & Effectiveness serves as chair of the council.
- All members are voting members
- 5 attendees constitute a quorum
- When a student perspective is needed for a task or project, ASHC will be approached for volunteers
- Expectations for membership
  - Members are expected to attend meetings, prepare for meetings ahead of time by reading supplemental materials, and contribute to council discussions.
  - Members will participate in review of annual plans at the beginning and end of the academic year.
  - Members may occasionally be asked to carry out additional work outside of meetings, as their workload allows.

## Meetings

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- IDEA Council is a calendar year council. Members not on contract over the summer are encouraged, but not required, to attend.
- Meetings are held monthly, in person, with Teams available for those who cannot attend in person. They are recorded if the recorder is unable to attend.
  - Decisions are made by vote following a discussion among council members.
- Notice of cancellation will be given at least 24 hours in advance, whenever possible. Notice of a rescheduling will be given at least 3 days before the new meeting time, whenever possible. The Chair will remove or move the calendar invitation and post a message to the Team.
  - Special meetings will be called via email and Teams post. They will be called at least a week prior to the meeting whenever possible. The Chair will attempt to find a time that works for all or a majority of the council members, by looking at Outlook calendars, posting a poll, or emailing the group.