

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

DON 0102 (FISH BOWL) – 9/18/2019

ATTENDEES:

- **Mike Brown (chair)**, Institutional Researcher
 - **Sandra Bauman**, Associate Dean for Academic and Student Affairs
 - **Mary Lannert**, Director of Community Engagement
 - **Sandy Sacry**, Nursing Program Director
 - **Nathan Munn**, Faculty Senate President (Fall)
 - **Jessie Pate**, Staff Senate President
 - **Wyatt LaPram**, Student Senate Vice President
 - **Bryon Steinwand**, Faculty Representative
 - **Laura Vosejпка**, Dean/CEO (Ex-Officio)
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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.

Action Items:

Approve minutes from April 2019. Motion made by Bryon Steinwand and seconded by Mike Brown. All in favor.

1. Committee membership changes for AY1920:

- Mary Lannert, Sandy Bauman, and Nathan Munn were not present.
- Representation on both sides representing faculty, staff, student, and administration. Laura is acting as proxy for Sandy B. Val Curtin is excused for the fall semester. Sandy Sacry is a co-author on the Year Three accreditation report with Bryon.

2. Review planned activities for AY1920

- Accreditation
 - Ad Hoc Reports on Recommendation 3 – Submitted 9/10/19. Report on how HC evaluates faculty.
 - Ad Hoc Report on Recommendation 4 – Due spring 2020. “Use program assessment data to improve teaching & learning as well to inform decision making at all college levels”
 - Mid-Cycle Report and Evaluation Visit – Report should be due 2/1/20. Evaluation visit is scheduled for March 26-27, 2020, at the halfway point of the accreditation cycle and will assess the College’s progress in fulfilling the mission it has established. Evaluators will meet with the Cabinet and the IDEA committee. The visit is an advisory visit providing suggestions and feedback, not a formal evaluation that will result in recommendations. The cost for the visit in Mike’s budget and will include a welcome breakfast, meetings, and an open meeting with the campus to give feedback. A final report will be issued later. Paige will help with logistics, transportation, lodging and meals.
 - Mid-Cycle Self-Evaluation Report Outline (*Attachment #1*)
 - The proposed template is a compilation of three example reports that were reviewed by Mike, Sandy and Bryon over the summer. Mike Brown is requesting the draft by end of October for review, revisions in November, and completion by December.
- Planning & Assessment
 - Annual work plans – Updates for AY1920 (*Attachment #2*):

- Every unit has to write a plan how they will advance HC's strategic goals. The IDEA committee will review all the plans for quality and achievement. The plans are due on the 27th of September. Fifty plans will be reviewed. Mike is creating a rubric evaluation plan or scoring form. Pairs of committee members will evaluate the plans and report out. The work plans for AY1920 will open in October. The plans will be accessible from the employee portal of the College website.
- Mission fulfillment review (AY18/19 work plans plus Core Theme indicators):
 - The annual work plans and the core theme indicators, which are aligned to the five strategic goals, measure mission fulfillment. The results will be published to the campus to show where HC is on our goals and metrics. The quality of plans, percentage of what was accomplished, and gaps in strategic goals will be emphasized in the report.
- Update program review process (SEP recommendations):
 - Every program audits itself every three years.
- Follow up on implementation of Institutional Competencies in the future.

3. Committee communication and work plan preferences (email, shared drive, Google docs, MS Teams, Slack, or WebEx?)

- There will be lots of small group work and documents to review. How can we best facilitate collaboration and communication outside of meetings?
- Historically information shared by email. Shared drives are not available to students. Microsoft Teams can be used to create a communications/document hub for the committee. Everyone agreed to try the MS team platform. Mike will create the team.

4. Informational Items:

- Institutional Planning & Assessment Framework (*Attachment #3*)-
 - In the past, the core themes and strategic goals did not mesh. Strategic goals are actions and the core themes are now outcomes with indicators. Two of the five strategic goals, #4 (Equity, Inclusion and Cultural Competency) and #5 (Institutional Integrity) are about how we do things-process and values. The other three are tied directly to the core themes. Each area on campus selects three to five strategic goal objectives to work on in the annual plans.
 - Sustainability is how we continuously improve using assessment.
 - The Year One Report, which defines our core themes, indicators and institutional assessment framework, is on the website.
- Update on implementation of HC Assessment Database (Bryon):
 - Gen Ed and Nursing will map student outcomes, competencies, and assessments of course outcomes this fall. An open lab training will be offered. Bryon will work with the nursing department first. Trades programs will begin using the database in the spring. A link to the assessment database is on the website.
- Strategic Enrollment Planning Update (Mike):
 - The group has not met yet this semester. The group's focus is to pull together a comprehensive document with situational analyses and action plans, and implement SEP activities.
- Revisions to NWCCU Standards and Policies (*Attachment #4*) (Mike).
 - New standards take effect in January 2020. Future changes include a Year Six report focusing on compliance for policy and financial accountability.
 - The emphases of the new standards are student learning outcomes, student achievement, and addressing the achievement gap for groups who struggle at the college level.

Action Items:

- Mike will make MS Team for committee.
- Committee web page needs to be updated and minutes posted. Send minutes to IT for posting on the website.
- Mike & Bryon to implement changes to annual plans. Mike will prepare rating form and make assignments for 1819 annual plan review.
- Next meeting is on October 17th for 1 hour.