

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**  
DON 0102 (FISH BOWL) – 10/17/2019

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**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~~
  - Jessie Pate, Staff Senate President
  - ~~Wyatt LaPrain, Student Senate Vice President~~
  - Bryon Steinwand, Faculty Representative
  - Laura Vosejka, 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.*

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**MINUTES**

**Action Items:**

1. Bryon motioned to approve the minutes and Jessie Pate seconded the motion. The minutes were approved unanimously.
2. Review 18/19 Annual Work Plans (48)
  - Review Sheets
    - Purpose is to evaluate plans for completeness, clarity, alignment, and achievement.
  - Plan Review Assignment: The evaluation has been created in Qualtrics and will help collate information.
  - What is the best way to assign the plans? Individually or on teams of two?
    - Teams of two would be assigned twelve plans to review, discuss, and collaborate on ratings. Pros: Potentially less subjectivity in rating. Cons: More coordination & effort.
    - Individuals would review and rate six plans. Pros: Less effort. Cons: Potentially more subjectivity in rating.
  - Process: See Review Sheet
    - Teams or individuals will receive their assigned plans as PDF documents.
    - Review sheets are completed on Qualtrics allowing more efficient analysis/reporting of the results.
    - The reviews of assigned plans due by November 1, 2019. This allows time to compile results for discussion at the next committee meeting on November 14, 2019.
    - Upon completion of the review process, plan developers will receive a copy of review sheets.
  - Suggestions:
    - The group decided to team up because it allows for conversations and comparisons. There will be four teams. A team could complete the evaluation individually and then meet to compare and input the evaluation into Qualtrics.
    - The assignments will be at random.
    - The committee asked Michael to add comment boxes to each question to provide both positive and negative feedback.
    - Choose outstanding plans for guides.
    - In the future, it will be beneficial to have the plan review evaluation available to the units before the next plan is due.
    - In the future, do a pre-review process when the plans are submitted to catch problems and reviewed for results at the end of the AY.

- In the future, the directors or sub directors need to be in the loop and evaluate the plan before it is submitted/implemented to look at the feasibility of the timelines, budgets and goals.
- Committees and Senates are folded into the plan writing. Some have budgets and some do not. Does a group that has multiple budgets write more than one plan?

**Informational Items:**

- Fall Enrollment Update: See attachment.
- Helena College grant activity (Title III SIP & TRIO-SSS): Two major grants submitted in the past 6 months. The Title III SIP was not successful, but the feedback was valuable. The TRIO-SSS is projected to be due in December.
- Update on implementation of HC Assessment Database: A change to the database caused problems with the way the data is currently viewed. The database cannot be accessed using the current common login.
- Strategic Enrollment Planning Update – A team went to a Guided Pathways workshop in Denver. HC’s situational analysis and action plans fit into the Pathway framework. Design teams will develop strategies.
  - Recruitment and marketing part: Pursue dual enrollment (DE) student scholarships for DE students who have decided not to pursue college after high school. HC will work and create a criteria with counselors at the local high schools to identify the student who would be a good candidate to attend college, but are not planning to go. The scholarship is \$500 per semester for a full-time student. The Salmon Creek Lodge money is earmarked for the scholarships. The HC Foundation will be asked to fund the scholarship in 20/21.
- Year Three Self-Study & Visit – The visit is in March and the report is about 15 pages. The committee will review the document before it is submitted.

**Action Items:**

- Follow up with Nathan Munn. Is he still on the committee (transition between Faculty Senate presidents)
- Mike will set up the teams assignments, and provide the information on the MS Team format.
- Bryan and Mike will correct database glitches.