

## INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

DON 0102 (FISH BOWL) – 11/14/2019

### MINUTES

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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
- Byron Steinwand, Faculty Representative
- Laura Vosejka, Dean/CEO (Ex-Officio) - arrived later.

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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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#### Action Items:

1. Review & approve minutes from last meeting.
  - Jessie Pate made a motion to approve the minutes and Byron Steinwand seconded the motion. The minutes were approved unanimously.
2. Discuss Review of 18/19 Annual Work Plans (48)
  - Summary of Results from Review Forms:
    - 40% complete, 50% mostly complete, 10% mostly incomplete.
    - Final budget narratives were missing in quite a few plans
    - 2/3 are concise and understandable. 1/3 mostly concise/understandable.
    - See Summary Review Report for complete breakdown.
    - Suggestions for plan changes
      - Mark required fields as necessary for validation.
      - Every drop down should have to be selected. No defaults.
      - Accommodate all learning styles.
      - Ongoing and deferred status change.
      - Some goals seemed misaligned, most often to SG 1.1. Do not provide default objective.
      - Provide a link to strategic plan so that all goals and objectives can be viewed at once.
      - Get prioritization from Administration, then align the plan and goals.
      - Provide more prompts to guide responses.
      - What if the action fits more than one strategic goal objective? Allow goals to be mapped to multiple objectives.
      - Problem plans were hurried, and the individual did not take the time to do it well.
      - Add a mid-year progress report next year to incentivize more frequent review.
      - Goal status: why is the goal unfinished? Add a place to explain. This was the purpose of the summary, but not everyone provided the information.
      - How does the annual plan fit into the program or area's 5-year review?
      - Good examples: Gen Ed. and Academics, Institutional Research and Assessment, Staff Senate, Library, and Quality of Work-Life.
      - Are the plans looked at by the supervisors or directors? Ex. Robyn reviews the plans in her division.

- What are the areas of focus for additional training?
  - Training: What makes an effective indicator? How do you measure the indicator?
    - Write a better action question that provides a way to measure the result or improvement.
- What changes to the process need to be considered?
  - Timing: Change the timing and write the plan in the fall and finish in the spring of the AY before the other one is started.
    - Drawback: Nursing results are available later than the end of the AY.
  - 2 review stages (initial and final)
    - Review plans in October for clarity, completeness and alignment then rate and review the final plans.
    - Possibly request that the supervisors to sign off.
  - Better integration with budget request and performance review process.
    - Add a holistic approach to tie in budgets and staffing at the same time.
  - Add supervisor input?
    - Adds one more task to overburdened supervisors.
  - Overall, a great start.
- Follow up on 19/20 plans for units that had weak 18/19 plans.
  - Even though the timeline is off, should review 19/20 plans and provide feedback.

### 3. Towards a determination of Mission Fulfillment

- 1819 Annual Work Plans – Strategic Goal Distribution and Achievement Results
  - Strategic Goal 4: Model and foster equity, inclusion, and cultural competency needs to be a priority and embedded across the institution.
  - Prioritize goals to work towards in upcoming plans.
  - Some of the results may be skewed because the default choice (SG 1.1) was selected.
    - Objectives: 1.1 was the most popular.
    - 28% of all actions were completed. Strategic Goal 2 had the highest number of completed actions, 37%, but Strategic Goal 1 had the most actions, 41%. See report for strategic goal action achievement rates by goal and objective.
    - Prioritize the objectives using data as a benchmark.
    - How much of the noise in the data due to process errors, and how reliable are the results?
- Core Theme Indicators:
  - Are we fulfilling our mission?
    - Need to review core theme indicators, most of which have been recently updated.

### Informational Items:

- Update on implementation of HC Assessment Database – **Bryon**
  - Working on the new login application. The power outage caused a delay.
- Strategic Enrollment Planning Update – **Sandy**
  - Meeting next week. Retool SEP to refocus on tying major institutional initiatives together.
    - Recruitment and Marketing
    - Use Guided Pathways on campus.
- Year Three Self-Study & Visit – **Mike**
  - Attended NWCCU annual conference in Seattle November 19-22, 2019.
    - New accreditation standards.
    - Federal legislative changes and the impact to HC.
    - Final report due in mid-February.

The meeting was adjourned at 2:25 p.m.