

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**  
DON 0102 (FISH BOWL) – 12/18/2019

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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 LaPraim, 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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**Action Items:**

1. Review & approve minutes from last meeting. Edit minutes to reflect that Sandy Bauman did not attend the last minute. A motion to approve the minutes with the above edit was made by Byron S. Nathan M. seconded the motion. The minutes were approved unanimously.
2. Discuss Progress on Review of 1920 Annual Work Plans (48) (AY1920 Annual work Plan Review Summary Report)
  - Partial Summary of Results from Review Forms:
    - 29 reviews entered. Alignment is a problem.
    - Next year, the reviews from previous year will be provided.
  - Strengths and Weaknesses of Plans
    - Most plans seem to be the same as previous plans.
  - Next Steps/Future Action Items
    - Mike will compile and release the data when the plans are completely reviewed.
    - Implement changes, timelines, reviews, connections, and training.
      - Adjust program and performance reviews to start on same cycle.
      - Define the difference between deferred or ongoing: add a section to provide the information and provide last year's information.
    - Core themes are the outcomes. How is HC meeting the core themes?
    - **ACTION:** Ask leadership to prioritize future goals and create benchmarks.
3. Determination of Mission Fulfillment for FY19
  - Core Theme Indicators: (Core Theme Indicator Document and AY1819 Annual Plan Strategic Goals & Obj. Excel)
    - Core themes are worded like objectives.
      - The first 3 strategic goals match.
      - Core theme #1 is easy to measure.
      - Enrollment and Continuing Ed is trending down.
      - Community engagement is hard to measure.
        - **Recommendation:** Add a clause in the facility policy to rent rooms to non-profit group at no cost to promote more community engagement and provide a measurable objective.

- Campus deliverable in report form to campus.
  
- 18/19 Annual Work Plans
  - Provide training to write better work plans.
  - Add examples of good plans.
  - Make objectives. Provide tangible examples for each objective.
  - Improve goal 4: Add general diversity objective/plan for diversity.
    - **ACTION:** Assign plan to leadership.
  - Change how the strategic goals are numbered. Reverse the order.

#### Informational Items:

- NWCCU Annual Conference Debrief – (2019 NWCCU Annual Conference Notes)
  - HC seven-year review cycle is 2024.
  - Close equity gaps. Identify struggling or disadvantaged groups and track data on the group and compare regionally and nationally and make the data visual to HC.
  - Five standards to two standards.
  - Course level assessment is deleted as an assessment.
  - Auxiliary programs will not be assessed.
  - Year one report will be added to year seven report. Year three report and visit intact. Year six report added. Year six visit is compliance visit. (2023) Year seven report and visit remains.
- Update on implementation of HC Assessment Database – Bryon
  - Common login updated
  - Adding new features for division chairs to maintain course information like fees and course dates.
- Strategic Enrollment Planning Update – **Sandy**
  - One day retreat on Jan. 7, 2020. Folding guided pathways into one initiative. SEP 2.0
- Year Three Self-Study & Visit - **Mike**