

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

DON 0102 (FISH BOWL) – 1/30/2020

Minutes

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
 - Phillip Sawatzki, 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.

Action Items:

1. Sandy Sacry made a motion to approve the minutes. Jessie Pate seconded the motion. The minutes approved unanimously.

Informational Items:

2. IDEA Priorities for spring 2020 semester
 - Publish HC Mission Fulfillment Report
 - Core Theme Review (Indicators, Metrics, Targets)
 - Finalize Mid-Cycle Self-Evaluation Report and prepare for evaluation visit (3/26-27)
 - Implement revisions to annual work plans (form, timeline, review process)
 - Update Internal Program Review Process
 - Review Mid-Cycle Program Progress Reports (due 4/3/20)
3. Discuss Draft Mission Fulfillment Progress Report
 - Objective is to provide high level summary for leadership and campus community
 - **ACTION ITEM:** Read the draft and provide feedback to Michael Brown by Thursday, February 6, 2020
 - Sandy Sacry: In the summary, address when the core theme measurement is zero and provide a deadline for unanswered objectives.
4. Core Theme Review Project (See 1st recommendation on page 6 of Mission Fulfillment Progress Report)
 - Proposal: A team for each core theme, each team needs to identify and secure meaningful input from key stakeholders (before, during or after review), bring recommendations back to committee for discussion and approval. Review indicators, metrics and targets for validity and effectiveness.
 - Core Theme One – Sandy, Jessie, Wyatt
 - Core Theme Two- Bryon, Sandy S, Phillip
 - Core Theme Three – Mary, Laura
 - **ACTION ITEM:** Review indicators, metrics and targets by April 23, 2020. Next step is to communicate proposed changes to the campus community before accepting recommendations.
5. Discuss need for and viability of Learning Outcomes Assessment Technical Advisory Group

- ***ACTION ITEM:*** Phillip Sawatzki will discuss with the Faculty Senate to see who would like to be involved on group. Objectives are oversight on student learning outcomes assessment, full implementation and ongoing training and refinements to assessment databases. Professional development and best practices on assessment.
 - *If and where the group should be attached- ASCR, Faculty Senate, IDEA Committee?*
 - *Who would be interested in the group? Assume Bryon Steinwand as database developer and IE/IR Director would also be members.*
- ***ACTION ITEM:*** Hold workshops for the faculty to shift ownership over the assessment process. .
 - *Workshop to help faculty navigate the outcome mapping functions*
 - *A workshop to teach how to write measurable viable learning outcomes.*
 - *Need to map assessment outcomes to institutional competencies.*

6. Spin-off Discussion

- The community and workforce are asking the colleges to teach professional skills. Include in the outcomes.
- Our current website is hard to navigate:
 - Add institutional competencies to the website.
 - Add master syllabus to website.