

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**

VIRTUAL MEETING ON APRIL 30, 2020 AT 11 A.M.

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**ATTENDEES:**

- **Sandra Bauman, (Chair)** Acting IR, 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 LaPram**, Student Senate Vice President
- **Bryon Steinwand**, Faculty Representative
- **Laura Vosejka**, Dean/CEO (Ex-Officio)
- **Paige A. Payne**, Recorder

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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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**Old Business:**

**1. Accreditation Visit Summary**

- Stay the course with the assessment process and database.
- The faculty are using this time to map course outcomes up to credential outcomes.
- ECOS is creating a committee to create a handbook for the faculty outlining assessment database use and frequency expectations.
- Inform Bryon to add additional instructors to a course if there are multiple faculty teaching the course.

**2. Program Review Process Discussion.**

- Include faculty in the program review process.
- Split academic and administrative programs review processes. Build new templates for each.

**3. Annual Plan Calendar Discussion**

- Currently, the previous and future plans are due on at the same time in October - November.
- **Action:** Sandy will send a reminder to campus that the annual plan draft is due June 30, 2020.
- Over the summer, the IDEA committee will review and provide feedback for the final draft due in November.
- Ask supervisor to review for quality and completeness also.

**4. Core Theme Review Project** (See 1<sup>st</sup> 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 Indicators of Success** – Sandy, Jessie, Wyatt:
  - Enrollment and Credit Bearing Programs: Target enrollment lowered to 825 due to possible effects from the pandemic.
  - Dual Enrollment target is 850. One, two, free helps enrollment, but may be wearing off.
  - Set retention number target separately for fulltime and part-time. Fulltime student target set at 58% and part-time student target set at 46%.
  - The group recommends that the gateway writing and math indicators measure first time students who complete the courses in two semesters rather than three semesters. The target will be set at 30%. Challenges: Previously, dual enrollment (DE) students were not counted in this number, lowering the percentage. When DE students come to HC, they are coded as a new student, but

because they have already completed the gateway courses, they were not captured in the data. To capture the correct data, a manual count of dual enrollment completions will be run.

- Course success rate stays at 75% based on Joyce Walborn and Faculty Senate recommendation.
- Completion of degrees completed included certificates and cannot be combined into a percentage. The lower target rate of 254 with a retention of 30% is recommended. Data compared national, MUS, and HC data.
- Transfer target slightly increased to 22%. Guided Pathways implementation will increase the transfer rate.
- Employment target is 80%. This may be difficult due to pandemic aftermath.
- **MOTION:** Bryon Steinwand made a motion to accept the changes to Core Theme One, Indicators of Success. Phil Sawatzki seconded the motion. The motion passed unanimously.
- **Core Theme Two High Quality Education** - Bryon, Sandy S, Phillip
  - Institutional Competency baseline is 70% for information literacy and diversity courses. Data is sparse. Adjust the baseline when more data available.
  - Program learning outcomes. Identify who has completed this so far and who has not. Baseline is not determined yet. The target is 70%. Data is not in yet because the database has not been used for a year yet.
  - Transfer success target was met. No change.
  - Professional Licenses and Certifications target was met. No change.
  - Objective two: Professional growth and development.
  - Professional Development targeted from 6.7% to 5%. Baseline is 2.8%. Deliverables need to be identified and tracked by a process. Tie the deliverable to the employee performance review and to the strategic plan. Clearly define the process to collect the data. Merge into the annual plan. Not all PD costs money.
  - **Action:** Sandy Bauman will develop a process for accurate Professional Development reporting, tying the process to employee performance and the strategic plan. Sandy will email the proposal to the IDEA committee for a review at the next meeting in early June. (The PD budget will support 5% target)
- **Core Theme Three Community Enrichment** – Mary, Laura
  - Objective 1: HC is responsive to regional workforce development needs. The two indicators are difficult to measure and may need to be revised to reflect HC's current climate.
  - Objective 2: HC provides cultural, intellectual, and social resources for the community. All events were cancelled due to the pandemic. Any data collected is skewed.
  - Objective 3: HC partners with the community to expand opportunities for learning and service. Adult education was the hardest by the pandemic. Courses and events were cancelled and funds reimbursed.
  - Because of the COVID pandemic, it would be unfair to evaluate the progress of Core Theme Three due to the pandemic.
  - Because of the uncertainty of the fall, Continuing Ed and Community events may not be offered because of the lack of available space. Student courses will take precedence over all other events.
  - **Recommendation:** Wait a year to review Core Three.