

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON JUNE 5, 2020 AT 11 A.M.

ATTENDEES:

- **Sandra Bauman, (Chair)** Acting IR, Acting Dean/CEO
- **Mary Lannert**, Director of Community Engagement
- **Sandy Sacry**, Nursing Program Director
- **Phillip Sawatzki**, Faculty Senate President
- **Jessie Pate**, Staff Senate President
- **Vacant**, Student Senate Vice President
- **Bryon Steinwand**, Faculty Representative
- ~~Paige A. Payne~~, Recorder

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. Minutes approved. Upload to website.
2. Review NWCCU Final Mid-Cycle Review Peer Evaluation Report.
 - Stay on track with the assessment work.
 - Program Review Recommendation: Separate academic and administration program reviews. Faculty ECOS is working on forming a committee to restructure the process on the academic side. Sandy Bauman will form a committee to look at the administrative side.
3. Reassign ownership of annual plans. (See Annual Plan Status Spreadsheet-Teams) Sandy will update the list and Bryon will re-assign the plans. Only nine plans have been modified since January 2020. The report is available in Teams. Plans are due on June 30th and a reminder will go out on June 20th.
 - Bryon needs a cutoff date to be able to upload modified plans.
 - Involve the supervisor in the plan review before the final plan is submitted.
 - The future Institutional Researcher will be responsible to review the final plans and either accept or send back for edits and corrections. Bryon Steinwand will review the final plans until Mike Brown's replacement is announced.
4. Professional Development Tracking Document for Core Theme Two Discussion. (See document in Teams)
 - This is an accreditation standard that needs to be tracked.
 - A different metric tool is needed to measure the training and solve the issue of not having a target.
 - The current process does not have a way to measure who is participating in Professional Development, what was learned, and how it was shared/presented and implemented to the unit/department upon return.
 - Provide a template for each director to track PD monthly.
 - Possibly add professional development review to part of the employee review.
 - Tenured faculty are evaluated every three years instead of yearly.
 - Recommendation: 1) Directors will track PD (paid and unpaid) monthly tying the PD to HC strategic plan, cost, and benefit to the department/college, and implementation. 2) Include PD discussion in yearly employee evaluations. 3) Create a systematic way to collect the information by attaching a section to the database in the Academic and student support sections. 4) Provide a user training session.

- Action: Mary will send Bryon the Professional Development forms from the current year. (Completed)
 - Bryon will make a draft of the form for the next 1:1 with Sandy and the next IDEA meeting.
5. Replace Wyatt LaPraim with new ASHC Vice President.
- Invite Tanner Osborne to the next meeting. (Invited)
6. What is timeline for reviewing the annual plans and revisions before next mission fulfillment review (2021).
- Annual plans – review plans in July. Phillip S. needs access to Faculty Senate.