

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

MINUTES AUGUST 27, 2020 AT 12:00 PM.

ATTENDEES:

- **Jessie Pate, (Chair)** Interim Director of Institutional Research & Engagement
- **Jocelynn Norman**, Associated Students of Helena College President
- **Julie Adams**, Staff Senate President
- **Ryan Loomis**, Director of Community Engagement
- ~~**Sandy Sacry**~~, Nursing Program Director
- **Phillip Sawatzki**, Faculty Senate President
- **Bryon Steinwand**, Faculty Representative
- **Michael Reid**, Assistant Dean of Administrative Affairs
- **Sandy Bauman**, Dean/CEO (Ex-Officio)
- **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.

KEY DOCUMENTS FOR CONTEXT

- [2018-2022 Strategic Plan Rev 7/2019](#) (linked from Institutional Research page on HC website, also in Teams)
- [Mission Fulfillment Progress Report 2020](#) (linked from Institutional Research page on HC website)
- [Program Review Guide](#) (linked from Institutional Research page on HC website with more helpful docs, like the timeline and completed reviews)
- [HC Assessment Framework](#) (saved in Teams)
- [Commission Letter from NWCCU](#) (saved in Teams)

AGENDA

1. Welcome new members and explain purpose of committee. Julie Adams, Staff Senate President, Michael Reid, Asst. Dean of Administrative Affairs, and Jocelynn Norman, ASHC President joining the meeting. Ryan Loomis, Director of CEWD is also on the committee.
 - a. Priorities:
 - i. AY1920 work plans are due on September 4, 2020. The IDEA committee will review the plans.
 - ii. Initial review of AY2021 work plans
 - iii. Do we want to keep Core Themes? No longer required by NWCCU
 - iv. Program Reviews
 - v. Professional Development database
 - vi. Strategic Plan up for renewal 2022
 - b. Future meetings will be the fourth Friday of the month at noon.
2. Approve May minutes. Bryon Steinwand made a motion to approve the minutes from 6/5/2020. Phillip Sawatzki seconded the motion. The minutes approved unanimously.
3. AY19/20 Work Plans
 - a. Work plans are due 9/4/2020.
 - b. The annual plans tie to the Strategic Plan to assess how HC is meeting objectives.

- c. Each team will review 12 plans for completeness using the Qualtrics survey by 9/23/2020 and will review the results at the next meeting on 9/24/2020.
 - d. Feedback will be distributed back to each unit/department. Sandy will remind Directors to tie employee review to the Strategic Plan.
4. AY20/21 Work Plans
- a. Plans will open 9/8/2020.
 - b. Due date for initial plans is October 9, 2020.
 - c. Cabinet voted to focus as a campus on all of SG 3, Community Partnership. SEP and Guided Pathways SG 5.3, 5.4, and Assessment SG 2.2, and SG 2.3 will be emphasized per unit/department.
 - d. Next year the college will focus on SG 4, Diversity and Inclusion.
 - e. If plans are due at the end of academic year (June 30), a template can be created for the unit to start the new plan, giving Bryon time to complete the database cycle and allow for review.
5. Accreditation Update/Core Themes – **SB**
- a. Annual report submitted August 1, 2020.
 - b. Sandy is the AOL and Chief Academic Officer for HC.
 - c. Program Review Revision – 1) Stephanie Hunthausen will form and create revised process to review non-academic departments. Add Bryon S. to the correspondence if the database is involved. 2) Faculty committee will review current template for academic programs and make recommendation for improvement.
 - d. Change to NWCCU Standards – 1) New reporting focus on diversity and population groups. 2) HC currently uses the mechanism for measuring mission fulfillment. Read the accreditation standards, look at current core themes and indicators, and decide whether to keep existing framework or find a different framework to measure and report the mission fulfillment.
 - i. Action for October: Read NWCCU accreditation standards, Mission Fulfillment report, Core Themes, and Strategic Plan. Jessie will upload documents in Teams.