

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON SEPTEMBER 24, 2020 AT 12:00 PM.

Minutes

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.

PRE-READS/SUPPLEMENTAL DOCUMENTS

- [8-27-2020 IDEA Committee Minutes](#)
- [AY1920 Work Plans Performance](#)
- AY1920 Work Plans Review Results (available after all reviews submitted)
- [TeachPoint quote and info sheet](#)
- [Assessment Report](#) (Academic Assessment Database)

AGENDA

1. **Approve August Minutes** – Bryon Steinwand moved to approve the minutes. Phillip Sawatzki seconded the motion. Minutes approved.
2. **AY1920 Work Plans Performance**
 - a. Overall Performance – one third of the goals are completed, 40% are ongoing, 2% deferred. Nineteen plans were not completed.
 - b. Strategic Goal Completion Percentages: SG1 -42%, SG2 -17%, SG3 -17%, SG4 -38%, SG5 -28%.
 - c. Yearly comparisons are similar in the selection and distribution of the Strategic Goals (SG). SG 5.3 and SG 5.4 are not often selected. Cabinet picked both as a priority.
 - d. The strategic goal objective drop-down menu in the database will force a choice of goals, not just defaulting SG1.
 - e. Over the past 2 years, HC completed 94 action items.
 - f. Committee Comments on the Reviewed Work Plans:
 - i. The data analysis tables/charts in today's presentation were based on the goals completed for all the plans submitted, including the annual plans that were not totally wrapped up, possibly inflating the number of "Not Completed" goals.

ACTION: Jessie will pull out the uncompleted plans and use the completed plans only to recalculate the completed goal comparisons for a benchmark for 2018-2019 and 2019-2020.

- g. Survey feedback about the process, including improvements to the annual plan process.
 - i. Tracking ongoing/deferred goals: 65% of plans were complete. 35% were not completed in one way or another. Most comments were about missing items.
 - ii. Does IDEA need to offer an opportunity for the groups to improve plans after the first review?
 - iii. Only the current plan in play is editable so completing a previous plan is not possible.
 - iv. TRIO does not get numbers until after the date to submit. TRIO can use other initiatives that do not require numbers.
 - v. Effectiveness of the plans: 56% showed continuous improvement. The feedback will be exported to the plan developer plus the initial review done by the IDEA committee.
 - vi. The process is getting better. Identified priorities will help improve the completions and choosing goals.
 - vii. Adding a supervisor check-off next year should rectify problems with unfinished plans.
- h. Ongoing Goal Discussion
 - i. Large percentage of ongoing goals are “work” the plan developer does daily and the goals never conclude.
 - ii. Instead of limiting the number of ongoing goals, ask the plan developer to revise the goals if not measurable. Use evaluations to spur on new objectives. Evaluate the ongoing goals to determine importance or redefine.

ACTION: Jessie will pull all the ongoing goals from 2019-2020 and have IDEA evaluate the ongoing goals. COVID-19 interrupted some of the goals and the goal moved forward. Define a yearly goal versus an overarching goal.

- iii. IDEA would like the annual plans to focus on goals to be achieved this year, rather than daily work. The data is used as an indicator for progress on the strategic plan.
- iv. Accounting & Business and Computer Tech are examples of two well-developed plans.

ACTION: By October 9, provide a training for the supervisors/plan developers. Jessie will prepare a screen-cast video and schedule an open Q & A session.

3. AY2021 Work Plans:

- a. Due for supervisor review 10/9/20. More required boxes built in.
- b. Due to Jessie Pate on 10/15/2020 (10/16/2020 to approve)
- c. Committee to review plans by 10/30/2020. Jessie is editing the review sheet to provide better feedback.

4. Program Reviews

- a. Every five years a program review is required by BOR for all academic programs and encouraged by NWCCU. The review evaluates the past and set goals for the future.
- b. The ECOS group is reviewing the academic process. The current HC program review is very detailed. ECOS would like to change the criteria and streamline the review to tie to the strategic goals. ECOS is comparing GFC internal academic review process document to Helena College’s review document.

ACTION: Sandy will reach out to GF to see how GF uses the document and report to ECOS. GFC has a faculty committee that analyzes and scores each review and completes a self-study.

- c. Stephanie Hunthausen is forming a committee to review the non-academic review.

- d. The academic and non-academic groups will bring their recommendations to IDEA. In theory, the work plans over the past 5 years will be implemented into the program review.
- e. HC Institutional Research webpage houses previous program review documents. Jessie will follow up with Michael Brown on why the review guidelines are so exhaustive.

5. Professional Development Database

- a. TeachPoint tracks professional development for \$1500 a year.
- b. Michael Reid reviewed the product and thought it was adequate.
- c. UMW has a micro-credentialing system that might work for HC instead.

- 6. Academic Assessment Database – next meeting.
- 7. Accreditation/Core Themes – next meeting.