

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**  
VIRTUAL MEETING ON OCTOBER 22, 2020 AT 12:00 PM.  
MINUTES

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**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
  - **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
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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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**PRE-READS**

**AGENDA**

1. Phillip S. motioned to approve the minutes. Bryon S. seconded. Minutes approved unanimously.
2. Committee membership
  - Sandy Sacry was on the committee because nursing was part the one-year accreditation report. Sandy S. is no longer able to attend future meetings and recommended Debra Rapaport as her replacement. Deb Rapaport cannot attend because of her commitments to the Nursing program.
  - Does IDEA need a replacement for Sandy S.?
  - There is no documentation to specify how many or who is on the committee, only that it has a broad representation across campus.
  - Jessie Pate suggested either Della D. or Tammy B., who are evaluators on accreditation boards.
  - As the ALO, Sandy Bauman recommends to add Tammy Burke because she just completed two accreditations as an evaluator and would represent the Airport campus. The committee agrees.
  - Jessie will invite Tammy Burke to join.
3. AY1920 Work Plans Performance
  - a. Jessie updated the work plan review data.
    - Removed 28 incomplete plans and blank goals from AY 19 & AY 18 for a clearer outcome.
    - More focus on institutional integrity this year and less on SG 1.
    - First objective in each goal is the most popular choice.
    - Overall, six more items completed, fewer deferred status, but more ongoing status.
    - It will be interesting to see how the data changes because of the adjusted choice menu in the database and the prioritized strategic goals.

- Are things moving forward? The numbers indicate movement, but the actual reviewed plans showed little progress.
- Committee review of AY1920: 65% are complete. 27% of the plans were near completion. 17% of the plans did not have any good results or future actions.
- Jessie will provide the AY1819 committee review data for comparison.

#### 4. AY2021 Work Plans:

- a. Due on October 15, 2020.
  - Three plans are not completed. Due on Friday, October 30, 2020.
- b. Committee will review plans once they are all complete.
- c. [New review form](#) created to make it easier to evaluate the plans. The new review form helps to separate if each goal is aligned with the strategic objective, SMART, and if the indicators are measurable and appropriate.
- d. Pairs will review the plans again. Remember to provide positive feedback.
- e. Jessie reviewed and accepted all the plans. 95% were complete. Some were missing a strategic goal objective.
  - Jessie felt that she did not need to review all the plans, but recommended that each supervisor validates/approves the plan. After the supervisor approves, the plan is accepted.
  - The problem is that some groups do not have a supervisor. Jessie could review just the plans who are missing a supervisor.
  - Determination: Assign all plans without a supervisor to Jessie for final review and remove the step for the IR review. Instead of a "Supervisor Reviewed" status, supervisor or IR will change the status to "Accepted" after review.
- f. Gen Ed proposed having a plan for Science, Written & Oral Communications, Math, Social & Psychological Sciences, and Arts & Humanities plus one for Division overall.
  - Science and Gen Ed already submit a plan.
  - Each has a requested budget on a spreadsheet and can tie to budget narrative. Science has its own code and budget. Could track using activity codes. Confirm the process with Robyn K.
  - It would help engage the faculty in the process and the five-year program review.
  - Brian can make changes to the database to roll up the separate plans under Gen Ed.
  - Trades complete an overall annual plan and each unit creates an annual plan, which help faculty to feel more involved in the process. (Industrial Welding & Metal Fabrication, Machine Tool Tech, Metals Tech, Auto Tech, Computer Tech, Aviation Maintenance Tech, Computer Aided Manufacturing, and Diesel Tech, )
- g. Mid-year review statuses – to be discussed at the next meeting.

#### 5. Program Reviews

- a. ECOS will meet with Jessie next month.
- b. The three reviews are posted in Teams. The summaries are submitted to the BOR for review in November.
- c. Non-Academic Program Reviews – Committee is meeting and working.

6. Professional Development Database – TeachPoint
  - a. Jessie P. and Amy K. submitted a request to PDC for funds to purchase TeachPoint on 10/12/2020. The committee meets on Friday, Oct. 23, 2020.
  
7. Academic Assessment Database
  - a. Sandy B. attended the meeting and set expectations for the faculty use of the database. The consensus is that all full time faculty should assess 80% of their courses each semester at a minimum and to ensure to capture the courses on rotation, every course will be assessed every other year.
  - b. Some courses taught by adjuncts will be assessed also. Robyn will create a word document similar to the database query. Adjuncts will assess their course each semester. Melanie will input the information in the database for each course assessed by the adjunct.
  - c. The document needs to match the database questions and choices.
  - d. Eventually, the Dual Enrollment high school instructors will complete the document for input.
  - e. Where should the consensus be documented?
    - Levels were set in cooperation with the faculty senate and the administration.
    - Sandy will email a document stating the expectation described above to HC Faculty and copy the Directors.
    - The language will be added to the faculty evaluation handbook and to the self-assessment form.
    - Bryon can run a report to measure the percentage by term of completed course assessments.
  
8. Preliminary database report review next meeting. The summer term needs to be amended.
  - a. Reports forthcoming after a years' worth of data.
  
9. Accreditation/Core Themes
  - a. Sandy and Jessie are taking ALO training in November, which may help them understand how to transition away from core themes. Core themes are no longer required. The goal is to capture the core theme indicators in the Strategic Plan.

Next meeting falls on Thanksgiving. Reschedule to Tuesday, Nov. 24 at 11:30 a.m.