

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON DECEMBER 21, 2020, AT 9:00 AM.
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
- **Phillip Sawatzki**, Faculty Senate President
- **Bryon Steinwand**, Faculty Representative
- **Michael Reid**, Assistant Dean of Administrative Affairs
- **Tammy Burke**, Executive Director of Career Technical Education
- **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

- [November minutes](#)
- [Non-Academic Program Review Recommendations](#)
- [Industrial Welding and Welding Technology Program Outcomes](#)

AGENDA

1. **Approve November Minutes**
 - a. Michael Reid moved to approve the November minutes and Tammy seconded the motion. Minutes approved.
2. **Non-Academic Program Review - See Pre-Read - by Guest Stephanie Hunthausen**
 - a. Non-Academic programs have different criteria compared to academic program reviews.
 - b. Reviewed by a committee of peers and other programs in a three-year rotation with no mid-cycle report.
 - c. Report Schedule of 16 programs with a 3-year rotation
 - d. Offer professional development monthly to strengthen reporting capabilities.
 - e. A summary of each report submitted to Cabinet.
 - f. Each section was reviewed. First year will be instructive and changes will be made as the plan develops.
 - g. Recommendations from IDEA Committee and next steps:
 - i. Create a report template in excel, with character limits and tables.
 - ii. Create an evaluation/feedback template for the Non-Academic Program Review (NAPR) Committee
 - iii. Determine what part of the evaluation/summary will be submitted to Cabinet.
 - iv. Form the NAPR Committee.

- v. In Section 1, include a comprehensive report from assessment database to complement a summary/reflection written by program reviewer.
- vi. Stephanie will come back with changes next month.

3. **Approve Industrial Welding and Welding Technology Program Outcomes** (by request of ASCRC) – see Pre-Read - Bryon

- a. ASCRC approved the credentials. Now IDEA will look at the outcomes from an institutional perspective. What can map to the institutional outcomes?
- b. Welding Technology CAS has five outcomes and the AAS has the same five plus three more.
- c. The outcomes are measurable and what a student would need to be successful in the workforce.
- d. They don't all map to an institutional competency, unsure what to do about it. May need to also consider adding an institutional competency that is related to technical competency, not just computer literacy.
- e. This is a hole in the process and a further conversation.
- f. The Gen Ed courses map to the institutional outcomes. Credential to institution.
- g. Analyze course outcome to program to institutional outcomes or credential.
- h. Assessments can be tagged as meeting institutional outcomes.
- i. **Determination:** Welding outcomes are approved as is.
- j. **Future Discussion:**
 - Revisit capturing program outcomes that students need to be successful in regard to matching institutional competencies. Would like to get a report from assessment database showing where program outcomes and assessments map to institutional competencies.
 - Modify the technology literacy or develop a broader institutional competency.
 - See also #5a.

4. **Work Plan Updates**

- a. Outstanding: Comprehensive report of plans, performance, and committee review for AY1819 and AY1920 – In progress.
- b. AY2021 Work Plans: Feedback to developers and supervisors sent last week. Mid-year review to be completed by 2/5/21.

5. **Accreditation**

- a. Core Themes – Watch [Sandy Bauman's video about core themes](#).

6. **Assessment Database Reports**

- a. Not discussed.

7. **January Meeting**

- a. Thursday, January 21, 2021 at 11 a.m.