

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON APRIL 20, 2021, AT 12:00 PM.

MINUTES

ATTENDEES:

- **Jessie Pate, (Chair)** Interim Director of Institutional Research & Engagement
- **Marika Adamek**, Assistant Registrar
- **Julie Adams**, Staff Senate President
- **Tammy Burke**, Executive Director of Career Technical Education
- **Ryan Loomis**, Director of Community Engagement
- **Jocelynn Norman**, Associated Students of Helena College President
- **Michael Reid**, Assistant Dean of Administrative Affairs
- **Phillip Sawatzki**, Faculty Senate President
- **Bryon Steinwand**, Faculty Representative
- **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 (FIND IN TEAMS – FILES AND LINKED FROM POST)

- Strategic Planning Memo: <https://mailchi.mp/helenacollege.edu/strategicplanning2021-part1?e=1443c9aec4>

AGENDA

Jocelyn Norman was not in attendance.

Minutes:

- Add a comma after required in 3. ii. a.
- Phillip Sawatzki motioned to approve the minutes with the edit. Bryon Steinwand seconded the motion. The minutes were approved unanimously.

Discuss format of Listening Sessions on May 11 (Sandy)

- Timeline
 - 8:30 to 10 a.m. State of the College address
 - 10:30 to 11:30 a.m. Mission Statement Review:
 - 12 to 1:30 p.m. Faculty HyFlex Training Seminar
 - 2 to 3 p.m. Core Value Review
 - 3:30 to 4:30 p.m. Vision Statement Review
- Format
 - ZOOM platform with breakout rooms
 - The schedule allows the campus to attend all of the sessions and take breaks in between.
 - Using a modified version of 1, 2, 4 format.
 - One (1): Personal review of the documents before the meeting.

- Two (2): Break-out sessions inside the main session.
 - Groups of 2 for 15 minutes then back to the main session.
- Four (4): Break-out sessions pairing 2 groups of 4 people for 15 minutes to discuss and finalize recommendations.
 - Groups return to the main session to report out for the remaining 30 minutes.
- Gather feedback from sessions:
 - The sessions will be recorded.
 - Notes will be taken during the session.
 - Participants can also email their feedback after the sessions.
- Moderator Assignments:
 - Bryon Steinwand: 10:30 to 11:30 a.m. (Mission)
 - Ryan Loomis: 2 to 3 p.m. (Core Values)
 - Marika Adamek: 3:30 to 4:30 p.m. (Vision)
- Sandy and Jessie will help pair participants during the sessions.

Feedback on Community Engagement Survey (Jessie)

- Send your input on wording, definitions, and edits on the community engagement survey to Jessie by April 21.
- Apprenticeship and work-based learning at the APC are not tied to Helena College.
 - Tammy and Jessie will discuss this through email.
- Do the 298 and 292 courses (Undergraduate Research or Capstone) count as community engagement?
 - Depends on if the project is tied to an external organization.
- Applied Fieldwork DST 295 will be dropped, but diesel does repair vehicles for the community.
- The survey link will be in the MMM on Monday 4/26/2021.

Finalize timing of annual plan cycle (Jessie)

- An email was sent out to any faculty in charge of annual work plans to remind them to complete annual work plans before they leave for the summer.
- Plan developers can start a draft of AY22 plans using the template.
- June 18 – Final annual work plans are due for supervisory review.
- June 30 – Supervisors or IR review plans, provide feedback, and approval.
- July/August
 - Plan developers use template to begin planning for AY22 while the database is down for updates.
 - IDEA reviews plans and provides constructive feedback to developers.
 - Because the final budget numbers are not accurate June 30th, do a general crosscheck of the budget during the review.
 - The final budget was in the overall report in the past.
 - Final report assembled and distributed to campus, IDEA, and Cabinet.
- Aug/Sept – start new plans
- The timeline was approved by the committee.
- Use the work plan template as part of employee performance reviews that start at the end of June into July.
 - Faculty performance reviews are on a different calendar.
- Classes start August 30th. The deadline for the faculty annual work plans is Sept. 17 and Sept. 24 for the supervisor or IR initial review.

Course Level Assessments (Sandy)

- Important for the Ad Hoc report.
 - ECOS approved the expectation that every semester the faculty would have planned outcome assessments and record the results in the database for at least 80% of their courses.

- Adjuncts will complete a template and Melanie will input results into the data base.
- The database allows faculty to access the past and current semester.
- The target date should be close to when grades are due.
- Who sends out the reminder?
 - Division Directors will reinforce the date.
 - Sandy Bauman will send a reminder to faculty today, April 20, 2021, to enter their planned outcome assessments results by May 14
 - Include Bryon's database training sessions from 1 to 2:30 p.m. on Wednesday, 4/21 and 5/5 in the email.
 - Phillip Sawatzki will remind the faculty also.

Documenting Institutional Competencies by Program

- Add to next agenda.