

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON JUNE 8, 2021, AT 12:00 PM.

MINUTES

ATTENDEES:

- **Jessie Pate, (Chair)**, 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
- **Michelle Werle**, Associated Students of Helena College President
- **Terrie Iverson**, Consultant
- **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.

MINUTES

Julie Adams, Sandy Bauman, Jessie Pate, and Terrie Iverson are not in attendance.

Minutes:

- Tammy Burke moved to approve the April minutes and Phil Sawatzki seconded the motion. The April minutes were approved unanimously.
- Tammy Burke moved to approve the May minutes and Michele Werle seconded the motion. Minutes approved unanimously.

Annual Work Plans (AWP)

- July 2, 2021 is the deadline for all plans to be completed and approved by the supervisor. Bryon will review the plan that do not have a supervisor.
- July 6 to 18: IDEA sub-groups will review the final 220-21 plans. Each group fills out a review form per plan.
 - Employee Portal > Academics > Assessment Data Base > College Assessment to Annual Work Plan > Click on View Plan Report for Exporting> select the correct year and choose a program and download the pdf.
- Final Review reports will be available in Qualtrics by July 20 for discussion at the next meeting.
- Improvement process discussion for next year:
 - Items planned:
 - Separate Gen Ed into Science, Written & Oral Communications, Math, Social & Psychological Sciences, Arts & Humanities.
 - Add a text box for mid-year updates.
 - Webpages and other marketing information on the website should be reviewed and updated annually. Add a check box to the plan as a reminder.

- Topic for discussion:
 - Re-arrange the structure of the database? Currently, the hierarchy is unit, division, and areas.
 - The database needs to be updated to reflect the current hierarchy
 - Add the ability to pull in all subgroups in a higher level report.
 - More informative.
 - Provide the ability to choose more than one strategic goal objective for an action item.
 - Valuable information to collect and a good addition to the database.
 - IDEA review of the annual plans a valuable use of time.
 - Best committee and group to review the completed AWP.
 - Valuable effort.
 - Timeline for 2021-22 approved:
 - August 2021: Database ready for new plans by August 16.
 - An AWP in Word is available to start a new plan while the database is down from August 1 to 15.
 - Cabinet sets priorities for next AY based on final data from AY21 AWP.
 - September 17, 2021: Plans are due for supervisor review. Deadline for review is September 24, 2021.
 - January 10, 2022: Begin mid-year updates
 - February 4, 2021: Mid-year updates due to supervisor
 - February 11, 2022: Supervisor review of mid-year updates completed
 - April 18, 2022: Plan developers not working summers can begin final plans.
 - May 13, 2022: Final plans due for those not working summer (Supervisor review required)
 - May 23, 2022: Begin final updates
 - June 24, 2022: Final plans due for supervisor review
 - July 1, 2022: Supervisor review completed.
- Jessie will send out a reminder to the plan developers on June 10th. The reminder will prompt the developer to complete the plan by the deadline.

Common Themes from Listening Sessions

- There was agreement on certain topics.
- Marika Adamek created word clouds for each session.
 - Suggestions: use the word cloud format to communicate back to the college.
 - Marika will upload her lists and notes in the team file.

Motion to adjourn by Phil Sawatzki. Tammy seconded the motion.