

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**

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

**MINUTES**

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**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

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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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## AGENDA

**Minutes:**

- Bryon Steinwand moves to approve the June minutes and Phil Sawatzki seconds the motion. Minutes are approved.

**Annual Work Plans (SB)**

- IDEA committee is on track to review the current annual plans.
  - o The three strategic goals picked last year showed a large increase in focus.
- Recommendations and priorities for the upcoming 2022 annual plans:
  - o Focus on SG 3 as a whole: Build community engagement and partnerships.
  - o Focus on SG 5.3: Devise and implementation performance metrics for assessing institutional progress towards identified goals
  - o Focus on SG 2.3: Demonstrate that students have learned requisite knowledge and skills relevant to their education goals.
  - o Recommendation on SG 4 Diversity & Equity:
    - SG4 is too narrow and HR focused. Add language to broaden the goal.
    - Difficult to add to an academic annual plan.
  - o **Determination:** The IDEA committee will adopt the recommendations by the Dean's Cabinet.
- All but one team completed the final reviews because Terrie Iverson has been finalizing budgets and is not available to work with Ryan Tammy will partner with Ryan.
  - o The results are partial and will be updated.

- o 65% of the information in the plans was concise and clearly understood. An improvement over last year.
- o Most plans had 3 goals on the average.
- o 70% had results that had sound analysis and a commitment to continuous improvement. An improvement over last year.
- o Most final budget summaries had sound analysis and a commitment to continuous improvement.
- o A vast improvement from last year due to supervisor involvement and perhaps the continued emphasis on completing the annual plans.
- o If there are inappropriate comments in a plan or the plan was not reviewed by the supervisor, should the committee send them back for completion?
  - Send the plan in question to the Dean/CEO to assess.
- o Where does a plan go when the employee leaves HC and the plan is incomplete?
  - Ask the Supervisor to note the changes and in the following year HC will show improvement.
  - Check Wellness and Counseling – the mid-year review was not completed.
    - Ann Willcockson is the supervisor. The annual plan will transition to Valerie Curtin as supervisor and Emily Schuff as the plan developer.
- o Some indicators did not match the goal, but overall there was great improvement.
  - Lyn Stimpson gets a gold star.

### Mission, Vision, & Core Values Cont'd (SB)

- The group was impressed with the attendance, agreement, and interest.
- Commonalities
  1. Heard loud and clear in the current version these are not really values but more guiding principles. Should we call them that instead? Guiding principles that demonstrate what we value and how we enact our mission. Guiding principles give us pillars for our strategic plan.
  2. Need to balance having definitions with the need to have something meaningful and easy to remember (accreditation).
  3. High quality should be removed – arbitrary
  4. The “ensure institutional integrity” is difficult to quantify. Need more guidance and better definitions.
- We provide **IMPACTFUL** educational opportunities that support students and our community
  - o Construct and maintain academic pathways that enable seamless career transition or postsecondary educational transfer
  - o Provide relevant and enriching academic programs that address the evolving job market
  - o Provide work-based learning and other real-world educational experiences
  - o Evaluate and respond to ongoing and emerging community educational and workforce needs
  - o Partner with k12 to provide quality dual enrollment and early college opportunities for high school students
- We are good **STEWARDS** of our resources
  - o Procure and allocate resources to support the mission of the college
  - o Support and encourage professional development in all employees
  - o Maintain a transparent process for resource prioritization and allocation

- Provide meaningful and rewarding career opportunities and a safe working environment for our employees
- Partner with the Helena College Foundation and other organizations to provide support for our students and our operations
- We maintain institutional **EFFECTIVENESS**
  - Maintain and systematically assess a strategic enrollment plan that supports the mission of the college
  - Demonstrate that students have learned requisite knowledge and skills relevant to their educational goals
  - Promote a culture of collaboration and communication that ensures the College meets its mission
  - Utilize research and assessment data to make evidence-based decisions regarding curriculum, instruction, and programming
  - Devise and implement performance metrics for assessing institutional progress toward identified goals
- We focus on providing an **INCLUSIVE** environment
  - Provide educational access and support for our diverse student population
  - Utilize instructional delivery methods that provide access to a wide audience
  - Deliver professional development and other trainings to support the increased cultural competency of students and employees
  - Foster collaborative partnerships with business, industry, and the broader community
  - Ensure hiring practices and student recruitment promote equity and inclusion

**Mission** – *Helena College supports and embraces our diverse community by providing open access to impactful, lifelong educational opportunities that assist learners in achieving their education and career goals.*

- The committee will reply with their comments chat for discussion at the next meeting.

**Vision** – *Helena College aspires to be the catalyst that transforms our students' lives through impactful, affordable, lifelong education that is responsive to the needs of our community in ways that are collaborative and advance an environment of diversity, equity, inclusion, and respect.*

- The committee will reply with their comments in the chat for discussion at the next meeting.

- The next meeting is August 17.
  - Finalize the draft.
  - Present the draft to the campus through an email and preface it in the MMM.
  - Request written feedback.
  - Schedule an optional open forum/listening session after Labor Day.
  - Finalize the document in September.
  - Form the Strategic Planning Committee and complete the strategic goal document.