

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION**  
VIRTUAL MEETING ON JANUARY 10, 2022, AT 1:00 P.M.  
**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
- **Tricia Fiscus**, Assistant Dean of Administrative Affairs
- **Ryan Loomis**, Director of Community Engagement
- **Phillip Sawatzki**, Faculty Senate President
- **Bryon Steinwand**, Faculty Representative
- ~~**Michelle Werle**, Associated Students of Helena College President~~
- **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**

- December Minutes (In IDEA Team files – General)
- Annual Work Plans Cumulative Report Y3 (In IDEA Team files – General)
- Academic Program Review files
  - Academic Program Review Process 2022-2026 v2 (In IDEA Team files – General)
  - APR Template v2 (In IDEA Team files – General)
- Benchmarking files:
  - Peer Institutions Brainstorm (\*New\* - IDEA team files – General)
  - 2020 Data Feedback Report (IDEA Team files – Benchmarking folder)
  - Benchmarking Introduction (IDEA Team files - Benchmarking folder)

**AGENDA**

1. **Approve December Minutes**
  - a. Phillip Sawatzki motioned to approve the minutes. Brian Steinwand seconded the motion. Minutes approved unanimously.
2. **Annual Work Plans (JP)**
  - a. Mid-year updates begin 1/12, due 2/4
    - i. Fields will be added in the goal set area to allow the plan developer to add mid-year and overall progress updates.
  - b. Cumulative Report
    - i. Two cumulative reports available.
    - ii. The quality of the work plans has improved.

- iii. When HC goes through the next NWCCU review, the NWCCU accreditation team will be looking for data that shows that the goals are met and the metrics to prove it.
- iv. Ongoing, in progress or deferred goals need a follow-up process.

**ACTION:** Jessie will create a 2018-2022 report for IDEA to review the status of the ongoing, in progress, or deferred goals to determine a process to track and resolve the uncompleted goals.

**3. Academic Program Review (JP)** *\*Academic Program Review Process 2022-2026 v2, \*APR Template v2*

- a. Timeline for submission to ECOS.
  - i. IDEA and Cabinet will read May 1.
  - ii. Phillip S. will submit the two documents to ECOS for discussion at their next meeting.
    - 1. ECOS will decide whether to include the Faculty Senate.

**4. Strategic Planning Update and Peer/aspirant Institutions (JP)**

- a. Impact guiding principle update:
  - i. Stephanie is going to meet with her work group to discuss the pros and cons of splitting the principle into two subgroups: student impact and community impact.
- o Peer and aspirant institutions. *\*Peer Institutions Brainstorm*
  - ii. The steering team will set the key indicators and monitor goals.
  - iii. The steering team will identify the institutions.
    - 1. Look at the institutions that were used for comparison in the CESS survey.
    - 2. IPEDS will be a common thread for peer and aspirational.
      - a. [Nces.ed.gov/ipeds/datacenter](https://nces.ed.gov/ipeds/datacenter)

**HOMEWORK:** Determine what a peer institute looks at: metrics, criteria, and characteristics. Add comments to the spreadsheet \*.

- 5. IDEA will meet the second and fourth Mondays in 2022.