

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON JANUARY 24, 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

- January 10 Minutes (In IDEA Team files – General)
- AWP Continuing Goals AY1819 to AY2021 (In IDEA Team files – General)
- Academic Program Review files (will only need if ECOS has feedback on updates)
 - 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 (IDEA team files – General)
 - 2021 Data Feedback Report (IDEA Team files – General)
 - Benchmarking Introduction (IDEA Team files - Benchmarking folder)
- Community Engagement History 2016-2021 (In IDEA Team files – General)

MINUTES

1. The January 10 Minutes were approved unanimously.
2. **Accreditation Update (SB)**
 - a. Sandy has completed the first draft.
 - b. The report will also include HC's progress on the program review recommendations and mission fulfillment.

3. Annual Work Plans (JP)

- a. Mid-year updates are due 2/4/2022, and supervisor reviews are due 2/11/2022.
- b. Continuing Goals AY1819 to AY2021
 - i. The group reviewed the AWP continuing goal spreadsheet.
 - ii. There is a distinction between the following:
 1. Ongoing goals that do not get completed,
 2. Ongoing goals that are truly ongoing,
 3. Continual goals that repeat yearly,
 4. A goal that is marked as ongoing one year and disappears without completion the next.
 - iii. Bryon will write a query to create a report that looks at the ongoing or uncompleted in a sequence.
 1. An audit would assess the progress and status the ongoing goals and provide a review to the plan developer.
 - a. Review indicators and final result in the goal.
 - iv. **Suggestion:** Pick one or two on-going goals from a work plan and look at it as a group.

4. Academic Program Review

- a. Update on submission to ECOS (PS)
 - i. ECOS is meeting on Feb. 2, 2022 as an agenda item to approve the language for the program review process.

5. Non-Academic Program Review

- a. Reviewers are incorporating peer feedback into a draft for the IDEA Committee to review.
 - i. Review from Feb 7, 2022 to March 4, 2022.
 - ii. Reviewing for institutional effectiveness and continuous improvement.
 - iii. Each member of the IDEA committee will review one plan with the exception of Jessie Pate who will review two plans.
 1. Process: Access the reviews through the database and provide feedback in the IDEA committee field and mark complete. One user can be in the program at a time.

6. Peer Institutions Suggestions:

- a. Enrollment:
 - i. IPED enrollment category is 1000 to 5000 students.
 - ii. Two-year institutions that offer associate degrees and certificates.
- b. Regional Suggestions:
 - i. Rocky Mountain/West Region includes Colorado, Idaho, Montana, Utah, and Wyoming. Add non-coastal Washington and Oregon, plus North and South Dakota.
- c. Programs:
 - i. Similar programs general education, transfer, and trades.
 - ii. Associative college and highly technical.
 - iii. Report to IPEDS.
 - iv. Accredited.

- d. Community Size:
 - i. Helena College fits in the remote town description. Jessie will check the next category up if the list is too small.
- e. Exclusions:
 - i. Fully online institutions.
 - ii. A two-year that offers residential housing which changes the services the institution has to offer.
 - iii. Most Community Colleges – they have a different funding source.
- f. Peer Suggestions
 - i. Great Falls College
 - ii. Walla Walla CC
 - iii. Flathead Valley Community College?
 - 1. FVCC has a different funding source and offers residential housing.

7. Community Engagement History – next meeting

8. Next meeting February, 14, 2022, via Teams