

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON FEBRUARY 14, 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 (IN IDEA TEAM FILES – GENERAL)

- January 24 Minutes
- Ad Hoc Recommendation 4 Draft
- AWP Continuing Goals
 - *AWP Continuing Goals AY1819 to AY2021 (from last meeting)*
 - Annual Plan Goal Analysis (new)
- Strategic Plan 2022-2027 Collaborative ST Draft
- *Community Engagement History 2016-2021*

AGENDA

1. **Approve January 24, 2022 Minutes.**
 - a. Phillip Sawatzki moved to approve the January 24, 2022 minutes. Bryon Steinwand seconded the motion. The minutes were approved.
2. **Accreditation Update (SB)**
 - a. The draft of the NWCCU report is in the team files. Please review the document and send edits to Sandy Bauman before Friday, Feb. 18th. Check grammar, punctuation, and context. Sandy hopes to submit the report week early on Friday, February 18, 2022. The report is due March 4, 2022.
3. **Annual Work Plans (JP)**
 - a. Mid-year updates due 2/4/2022, and supervisor reviews were due 2/11/2022.
 - b. Annual Plan Goal Analysis (BS)

- i. Bryon Steinwand created a report matching indicators and action items to analyze if the goals are carried over regardless of status and eventually completed, dropped without completion, or still ongoing.
 1. Text must be similar for comparison. Bryon will change the format to make the comparison easier to collect data in the future.
- ii. Comparison will reveal repeated goals.
 1. Who is going to review the data?
 - a. IDEA annual work plan teams.
 2. How will the information be shared?
 - a. Provide the data per program to supervisors before the initial review.
 3. Evaluate the number of goals that are deferred and on-going to see if they complete in subsequent years
 4. Evaluate the average time it took to complete the goals.
- iii. Analysis is on hold until strategic plan is completed.

4. Academic Program Review

- a. Second Faculty Senate vote expected 2/14/2022.
- b. Faculty senate needed to vote to approve the revisions because it will change the by-laws and is relevant to the program review committee membership.
 - i. Faculty serve a two year term on the Program review committee. If a faculty member is also part of the program up for review, they will need to recuse themselves from the proposed determination.

5. Non-Academic Program Review

- a. IDEA Committee Reviews due 3/4/2022
- b. Each IDEA member is assigned one program review and asked to provide feedback. Each NAPR will be reviewed by two committee members.

6. Strategic Planning Update

- a. The four planning groups/steering team feel that the timeframe to complete the assigned tasks is too short. The steering committee would like the IDEA committee to set the key performance indicators (KPIs) and strategic goals for each principle.
 - i. **ACTION:** Over the next two weeks look at the master data spreadsheet.
 1. Jessie will add performance funding metric goals.
 - a. Identify KPIs
 - b. One to two strategic initiatives for each principle.
 2. Jessie will upload the 5-year strategic priorities set by the Cabinet for reference.
 3. Review the *Strategic Plan 2022-27 Collaborative ST Draft*.
 - a. Consistent verbiage and terms are required in the final draft.

7. Next meeting February 28, 2022, via Teams