

## **INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION**

VIRTUAL MEETING ON APRIL 11, 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
- **Ryan Loomis**, Director of Community Engagement
- **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.*

#### **PRE-READS (IN IDEA TEAM FILES – GENERAL)**

- April 11 Minutes
- In Strategic Planning folder:
  - Strategic Plan 2022-2027 Post-Cabinet
  - Data for Targets

#### **AGENDA**

1. Phillip Sawatzki motioned to approve the April 11, 2022 minutes. Bryon Steinwand seconded the motion. The minutes were approved unanimously.
2. Membership update: The ASHC President and Vice President resigned. Emily Schuff is working to find a student for the committee.
3. **Strategic Planning Cabinet Feedback:**
  - a. Sandy and Jessie edited the strategic plan in response to feedback from the Cabinet, and made notes in places that needed further discussion, all of which is recorded in the comments on the Strategic Plan 2022-2027 Post-Cabinet document.
  - b. All proposed changes were accepted.
  - c. The following decisions were made by IDEA in response to Cabinet feedback that required further discussion:
    - i. Stewardship defining characteristic 5: “Steward leadership” term was not liked by Cabinet. Work group would like for leadership to model stewardship first, then filter down to staff. Cari Schwen, work group leader, proposed a new statement and IDEA accepted it.
    - ii. Stewardship SG3 reworded. A target was added to update the procedures for allocating all professional development funding to promote transparency and accountability. IDEA approved the additional target.
    - iii. Impact goal #2, Targets were finalized.
      1. Annual average FTE:
        - a. Jessie Pate forecasted 1% per year through 5% for comparison and feasibility.

- b. Our trends are similar to other 2-year institutions.
  - c. Tricia was unable give a target FTE number to keep HC solvent because there are too many variables.
  - d. HC carries 20% of the market share for students over the past 10 years in high and low.
  - e. Fewer high school graduates forecasted.
  - f. Determination: Increase by 3% annually is a feasible goal.
2. Retention target
    - a. MUS Performance funding counts the students retained at HC and transfer students. To get the full funding HC must have a 1% increase over the rolling 3 year average.
    - b. HC counts only students that come back to HC the next fall. More relevant if we want students to choose a pathway and stay on it to completion, rather than transferring after only one year.
    - c. Determination: Use how HC figures the data at a 1% increase each year. Harder to track and based on pathway completion.
      - i. HC is performing better than the other 2-year colleges.
  3. Completions target
    - a. Jessie forecasted a 1% yearly increase over the three year average for comparison.
      - i. Once 2019 is out of the picture, the calculation is more achievable.
      - ii. Drops to 230 after 2019 out of the calculation.
    - b. Determination: If pathways does the job and students complete degree before they graduate, HC can add 2% increase each year.
  - iv. Employment data as a KPI for Stewardship was moved to Effectiveness.
    - 1.

#### 4. Timeline

- 4/11 - IDEA to discuss Cabinet feedback
- 4/12 - Campus Update sessions: Each work group presents on process/rationale for guiding principles
- 4/15 Deadline for campus to submit feedback to me
- 4/18: IDEA discusses campus feedback
- 4/25 - 4/29: Campus vote to approve plan, with understanding that KPIs still to be finalized?
- **Summer:** Finalize KPIs; AWP database updated to reflect new strategic plan; begin discussion of assigning responsibility for oversight of strategic goals

5. Next meeting April 18, 2022, via Teams