

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON MAY 27, 2022, AT 9:00 A.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 folder:
 - April 18 minutes
 - May 9 Minutes
 - AWP Database Changes 2022-23 (pending)
- Strategic Planning 2022-2027 folder:
 - IDEA Strategic Plan To Do Summer 2022 (Strategic Planning 2022-2027)
 - KPIs (Strategic Planning 2022-2027)

AGENDA

1. Bryon Steinwand motioned to approve the April 18, 2022 minutes. Ryan Loomis seconded the motion. The minutes were approved unanimously.
2. Bryon Steinwand motioned to approve the May 9, 2022 minutes. Ryan Loomis seconded the motion. The minutes were approved unanimously.
3. IDEA Feedback on Academic Program Reviews is due June 3.
 - a. Status needs to be changed in the database to allow IDEA committee to add the feedback. Bryon will let the group know when this is done.
 - b. Cabinet review is next in early fall. The authors will be able to make changes based on the feedback from the IDEA committee before it is submitted for Cabinet review.
 - c. Jessie is thinking about ways to improve the process, database, and timeline for the next academic year.
 - d. Marika, Ryan, and Phil are reviewing Nursing and Ryan will add the feedback to the database. Jessie, Bryon and Julie reviewed Metals.
4. **Annual Work Plan database changes 2022-23**
 - a. Replace strategic goal objectives with the defining characteristics.
 - i. **Determination:** Align the work plan goals to defining characteristics as originally intended.

- ii. Sandy, Jessie, and Bryon will determine abbreviations to be used within database and when talking about the defining characteristics.
 - b. Tracking of progress on program review recommendations assigned to area
 - i. Primary responsible party department or person will be named in recommendation.
 - ii. **Determination:** Bryon will add a section to each goal in annual work plans:
 - 1. Check list of recommendations assigned.
 - 2. Check all recommendations all that goal supports.
 - 3. Triggers a box to explain how the goal supports it.
 - 4. Triggers status box to indicate the status on the recommendation.
 - 5. Suggestion to add color coded progress.
 - c. Complete IDEA committee reviews in database: **Determination:** low priority. Tabled for now.
 - d. Interface improvements. **Determinations:**
 - i. Move status save button together along with export link to the top and at the bottom.
 - ii. Rearrange the boxes so the plan details are in order completed.
 - iii. Hide mid-year and end-of-year sections until needed.
 - iv. Add a link to instructions. This might be a dedicated page on the website.
 - v. Bryon, Sandy and Jessie will discuss adding a home page that displays status, approvals, links, and lists in their Assessment meeting.
- 5. Strategic Plan KPIs
 - a. Overall KPIs: Repetition of Impact SG 2 and KPIs
 - i. **Determination:** Overall KPIs related to pathways (1, 3, and 4) are targets for Impact SG2, not needed as a KPI.
 - ii. **Determination:** Move dual enrollment and 150% graduation rates to KPIs for Impact.
 - b. Retention: We set the strategic goal target for first-time full-time students, 2020 core theme review proposed a separate target for full-time and part-time student retention. Do we want sub-targets?
 - i. **Determination: Yes, provide sub-targets.**
- 6. Next meeting June 9, 2022 at 9 am. Jessie will provide the metrics for the group to review by June 7th.