

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON JULY 22, 2022, AT 9:00 A.M.
MINUTES

ATTENDEES:

- **Jessie Pate, (Chair)**, Director of Institutional Research & Effectiveness
- **Marika Adamek**, Assistant Registrar
- **Julie Adams**, Staff Senate representative
- **Stephanie Hunthausen**, Executive Director of Career Technical Education and Dual Enrollment
- **Ryan Loomis**, Director of Community Education Center
- **Phillip Sawatzki**, Faculty Senate representative
- **Bryon Steinwand**, Faculty representative & Assessment Database Developer
- **Nick Worsley**, ASHC 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 folder:
 - July 8 minutes
 - AY2122 Annual Work Plan List
- Strategic Planning 2022-2027 folder:
 - IDEA Strategic Plan To Do Summer 2022
 - KPI Data

AGENDA

1. Minutes
 - a. The July 8, 2022 minutes were approved.
2. Annual Work Plan IDEA Committee Review
 - a. July 28 – August 17
 - b. See AY2122 Annual Work Plan List
3. Strategic Plan KPIs (Refer to IDEA Strategic Plan To Do Summer 2022 and KPI Data)
 - a. **Progress report** :
 - i. 37% of KPIs finalized.
 - b. **ST-2: Percent of operating budget allocated to PD funding**:
 - i. Proposal: Keep target at 5%.
 - ii. Do we want to monitor allocation and actual expenses?
 - iii. **Decision**: Two targets.
 1. 5% of the operating budget allocated to PD.
 2. 5% of operating budget spent on PD.

- c. ***ST-5: College Employee Satisfaction Survey (CESS)***
 - i. Do we need another metric for this?
 - 1. The campus scored satisfaction at 4.17 out of 5 which is a good result.
 - ii. Decide whether to increase overall satisfaction or select questions identified as priorities for improvement by the Cabinet.
 - iii. Proposal: Maintain or increase overall satisfaction by next survey administration in AY2425.
 - iv. **Decision:**
 - 1. Target: Overall satisfaction score of at least 4.00.
 - 2. Sub-target: 5% increase in satisfaction with top 3 challenges of each survey administration.
- d. ***IM-1: Dual Enrollment***
 - i. Proposal: 1% annual growth over rolling 3-year average.
 - ii. Proposal: Add a metric specific to early college growth, target to come after changes to reporting.
 - iii. **Decisions**
 - 1. Dual enrollment target: 1% growth over rolling 3-year average to maintain performance funding.
 - 2. Early college target: Add metric, set target after Jessie has data to review.
- e. ***IM-6: Professional license and certification pass rates - Tabled***
 - i. Proposal: Maintain at 85% - tabled.
- f. ***IM-7: Employment Rates - Tabled***
 - i. Proposal: Maintain at 80% - tabled.
- g. ***IM-9: Adult education Conversion***
 - i. Proposal: remove as KPI due to narrow focus of metric.
 - ii. **Decision:** Remove as KPI due to challenges in collecting data, narrow focus, small numbers, and not the best way to evaluate success of partnership.
- h. ***IM-10: College events open to the public - Tabled***
 - i. Proposal: Discuss with Strategic Goal IM-1 – tabled.
- i. ***IM-11, IM-12, IM-13: Assessment of and responsiveness to workforce needs - Tabled***
 - i. Proposal: Postpone setting metrics/targets. Larger conversation with CTE/DE director and CEC director to help determine value and means of tracking this.

4. Next meeting: Friday, August 12 at 9 am.