

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION**  
VIRTUAL MEETING ON AUGUST 12, 2022, AT 9:00 A.M.  
**MINUTES**

**ATTENDEES:**

- **Jessie Pate, (Chair)**, Director of Institutional Research & Effectiveness
- **Marika Adamek**, Assistant Registrar
- **Anna Ebert**, 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 22 Minutes
- Strategic Planning 2022-2027 Folder:
  - IDEA Strategic Plan To Do Summer 2022
  - KPI Data

**AGENDA**

1. **July 22, 2022 Minutes**
  - a. Approved
2. **Annual Work Plans**
  - a. IDEA Committee review due by 8/17.
3. **Priorities for AY2223**
  - a. Finish Strategic Plan KPIs
  - b. Establish SG I IM-1 (Demonstrate campus-wide engagement with our community)
  - c. Disaggregate Data
    - i. NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, other.
  - d. Benchmarking – identify peer institutions and metrics to disaggregate.
    - i. NWCCU 1.D.3
4. **Fall Semester Meeting Times:**
  - a. Attendees came up with three possible times.
  - b. Poll out to the group to find the best time for all members.

- c. Plan to meet the second week of the month.
- 5. Strategic Plan KPIs (Refer to IDEA Strategic Plan To Do Summer 2022 and KPI Data)
  - a. ***EF-1: Completion of Gateway Math and Writing Courses***
    - i. Proposal: Track entering students completing gateway math and writing in the first year, split into four categories:
      - 1. Full-time student gateway math completion: 70%
      - 2. Part-time student gateway math completion: 46%
      - 3. Full-time student gateway writing completion: 55%
      - 4. Part-time student gateway writing completion: 33%
    - ii. Decision: Committee approves metrics and targets
  - b. ***IM-4: Transfer Success Rate***
    - i. Proposal: Maintain at 80%
    - ii. Decision: Committee voted to increase to 85% to align with trends and demonstrate confidence in our ability to prepare students for successful transfer.
  - c. ***IM-5: Transfer GPA***
    - i. Proposal: Keep at 3.00
    - ii. Decision: Committee voted to increase to 3.3 to align with trends and demonstrate confidence in our ability to prepare students for successful transfer for bachelor's and advanced degrees.
  - d. ***IM-6: Professional License and Certification Pass Rates***
    - i. Proposal: Maintain 85%
    - ii. Decision: Committee voted to increase to 90% to align with trends.
  - e. ***IM-7: Employment Rates***
    - i. Proposal: Maintain at 80%
    - ii. Decision: Committee voted to increase to 85% to align with trends and in anticipation of future openings
  - f. ***IM-10: College Events Open to the Public***
    - i. Proposal: Discuss with Strategic Goal IM-1
    - ii. Decision: Committee agrees.
  - g. ***IM-11, IM-12, IM-13: Assessment of and Responsiveness to Workforce Needs - Tabled***
    - i. Proposal: Postpone setting metrics/targets.
    - ii. Larger conversation with CTE/DE Director and CEC Director to help determine value and means of tracking this.
- 6. Next meeting: September, TBD