

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION**  
**VIRTUAL MEETING ON OCTOBER 28 2022 AT 11:00 AM**  
**MINUTES**

**Helena College Mission:** Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

**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.

**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

**PRIORITIES FOR AY2223**

1. Finish Strategic Plan KPIs
2. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
3. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)
4. Benchmarking – identify peer institutions and metrics to disaggregate (NWCCU 1.D.3)

**AGENDA**

1. **Approve September 14, 2022 Minutes**
  - a. Marika Adamek moved to approve the September minutes. Bryon Steinwand seconded the motion. Approved.
2. **AY 2223 Annual Work Plans**
  - a. IDEA review 10/11-10/28: All of the plans were reviewed.
    - i. Overall plan quality  $\frac{3}{4}$  of the plans were concise and clearly understood.  $\frac{1}{4}$  of the plans needed some improvement. One plan was incomplete.
    - ii. Most action items were aligned to the defining characteristics.
    - iii. Smart action items
    - iv. A lot of the Indicators were not quite appropriate to measure success.
    - v. Half of the plans were good examples.
    - vi. Spelling out the acronyms helped.
    - vii. Jessie will compile a report and send the feedback to the plan developers.
  - b. Any challenging items?
    - i. The plans are getting better.

- ii. Holes: committees focus on community service and giving back to the community, but not aligning clearly to a defining principle.
- iii. Anything related to graduation aligns only to impact IV.
- iv. In some plans, the description fit into equity, but the indicator did not fit the equity-defining principle.

### 3. Benchmarking Introduction

- a. It is a standard for accreditation by NWCCU to identify peer institutions to benchmark our own performance against a peer institution.
- b. Comparison Group:
  - i. Improves HC's outcomes and strategic planning.
  - ii. Part of data analysis planning to see how HC compares to similar institutions.
    - 1. Goals, objectives, indicators, mission fulfillment, and student achievement.
    - 2. At-risk populations.
  - iii. Similar in roles, scope, or mission.
  - iv. Salary data and accrediting agencies.
- c. Aspiration Group has characteristics HC admires.
- d. The information will be pulled from IPEDS.
  - i. SENSE, and CESSE, and Healthy Colleges Wellness surveys all have their own comparison groups.
- e. **Process:** Identify the purpose, determine criteria for identifying institutions, set the number of institutions HC would like to identify, size, location, rural or suburban, two-year colleges, types of programs offered, and residential or not,
- f. Then, **determine** indicators of achievement from IPEDS and student satisfaction surveys.

### 4. Strategic Plan KPIs (Refer to IDEA Strategic Plan To Do Summer 2022 and KPI Data)

- a. Progress report – 77 % decided.
  - b. **IM-16. CCSSE and SENSE Data.**
    - i. Proposal: Target of benchmark scores at or above the standardized benchmark of 50 every administration.
    - ii. Does IDEA need to identify areas of priority for the next administration?
      - 1. Effective Track to College Readiness, Student Effort, Academic Challenge, and Support for Learners are 50 or below the standardized cohort benchmark in 2022.
      - 2. Who is responsible for working to bring student satisfaction up?
        - a. Propose DCAC be the platform to educate and work with the campus.
        - b. DCAC will identify 3-5 topics HC is doing well and 3 to 5 actions to improve.
        - c. In turn, ASHC can provide the data to the students.
    - iii. **Decision:** Yes, approved.
5. Next meeting: November 11 is a holiday. Schedule the next one meeting on Monday, November 14, at 1 p.m.