

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON NOVEMBER 14, 2022 AT 1:00 PM
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)

PRE-READS/SUPPORTING DOCUMENTS (IN IDEA TEAM FILES)

- General folder:
 - 20221028 IDEA Minutes
 - 2021 IPEDS Data Feedback Report
 - Benchmarking Brainstorm
- Strategic Planning 2022-2027 folder:
 - IDEA Strategic Plan To Do Summer 2022
 - KPI Data

AGENDA

1. **Approve October 28 Minutes**
 - a. Bryon Steinwand moved to approve the minutes. Anna Ebert seconded the motion. The minutes were approved.
2. **Benchmarking Discussion**
 - a. Public two-year college/community offering associate degrees and certificates.
 - i. No bachelor degrees.

- b. Size: Current headcount is 1433
 - i. Min: 1000
 - ii. Max: 5000 (maybe 3000)
 - c. Location
 - i. Geographic: Pacific Northwest/Rocky Mountains
 - 1. Potentially avoid Washington
 - 2. ND, SD, WY, ID, rural/eastern OR, rural/eastern WA, AZ & NM (indigenous population)
 - 3. Add upper Midwest – similar demographics to Helena
 - ii. Size of community/service area (urban, rural, suburban)
 - 1. Rural
 - 2. 20,000 (city limits) – 100,000 metro/county/service area
 - d. Types of programs offered – IMPORTANT
 - i. Mix of general education/transfer and technical/trades.
 - e. Residential or not?
 - i. STRONG preference against residential community colleges.
 - f. Accrediting body: NWCCU
 - i. Not necessary to limit.
 - g. Age of students: Majority traditional or non-traditional or mixed?
 - i. Aim for mixed traditional/non-traditional.
 - h. Pell recipients
 - i. 15%-50%
 - i. Standalone, not an embedded in 4-year institution.
- 3. Aspirants (Cabinet Recommendations)**
- a. Walla Walla Community, Washington
 - b. Klamath Falls, Oregon
 - c. Great Falls College (May be a peer also)
 - d. Flathead Valley – it may not make the list since it is a residential college.
 - e. Look at the list generated by the CCSSE.
 - f. Laramie County Community College in Wyoming
 - g. Green River CC in Washington because it is a small college that is ahead of HC in implementing guided pathways.
- 4. Strategic Plan KPIs (Refer to IDEA Strategic Plan To Do Summer 2022 and KPI Data)**
- a. *Tabled: IM-11-13. Assessment of and responsiveness to workforce needs.*
 - i. Recap: Has been difficult to measure. Suggestion to add a strategic goal to identify a way to measure or process to document this work.
 - ii. CEC and CTE need to be in the meeting for the discussion. It is difficult to measure and collect data for the following:
 - 1. Measure the percentage of CTE programs completing a workforce needs assessment.
 - 2. Quantify the projects, partnerships, curricular revisions, and community education offerings tied to the results of the workforce needs assessments and employers indicating satisfaction.

b. IM-14, IM-15, IM-17. (Community Engagement)

- i. Proposal: Discuss with strategic goal IM-1 regarding community engagement.
- ii. Jessie has the data, but has not been able to discuss the data with CEC to see if the metric is meaningful.
- iii. The strategic goal to demonstrate a campus wide commitment to community engagement has not been finalized yet.
- iv. HC measures the number employees and students who volunteer within the community, participate in student internships, and clinical service learning activities twice a year via a survey. The data has not been used to determine what are the outcomes of the service and what is the community service contributing to in regards to our mission fulfillment and institutional effectiveness?
 1. Questions:
 - a. Is there a better way to track the involvement?
 - i. Yes, instead a survey, send a reminder more often or ask the campus to document their involvement in community service/internships, provide successful outcomes, and contributions to the institutions mission fulfillment and effectiveness.
 2. IDEA is tasked with finalizing the community engagement goal and will discuss further in the future.

c. EQ-2. Disaggregated Employee Data

- i. Proposal: Discuss after all employees have taken equity training.
- ii. Jessie would like to postpone the discussion until the DEI Council can join the conversation. The council will be formed next year.
- iii. The goal is to monitor employee demographics to hire a staff and faculty that are representative of the Helena community. Is this effective or necessary?
 1. It is sensitive data.
 2. Employee demographics is not a great key performance indicator for inclusion at HC.
 3. What would HC do with the information once it is gathered? Cannot change hiring procedures and EEO rules.
 - a. There are other ways to ensure that HC is committed to DEI by a statement on the website.
 - b. Advertise openings in multiple areas.
 4. To be continued at a later date.

5. Next meeting: Friday, December 9, 2022 at 11 a.m.