

## **INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION**

VIRTUAL MEETING ON DECEMBER 9, 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)

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

- General folder:
  - 20221114 IDEA Minutes
  - Peer Criteria
  - Current Peers with Proposed Criteria and Scoring
- Strategic Planning 2022-2027 folder:
  - IDEA Strategic Plan To Do Summer 2022
  - KPI Data

#### **AGENDA**

1. **Approve November 14, 2022 Minutes**
  - a. Byron moved to approve the minutes as amended. Marika seconded the motion. The minutes were approved as amended.
2. **Spring Meeting Time and Location**
  - a. Third Wednesday at 2:00 via Teams.
    - i. May consider meeting twice a month if we have a lot of work to do.

3. **Strategic Plan KPIs (Refer to IDEA Strategic Plan To Do Summer 2022 and KPI Data)**
  - a. *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. **Update:** Jessie, Stephanie, and Ryan planning to meet to discuss this, will bring ideas back to IDEA.
  - b. *Equity*
    - i. Proposal: DEI Council
    - ii. Committee agrees to wait on Equity KPIs until DEI council can consult.
4. **Check in on NAPR**
  - a. No questions on the non-academic program reviews.
5. **Peer Institutions (Refer to Peer Criteria and Current Peers with Proposed Criteria and Scoring)**
  - a. Jessie Pate presented criteria to be used in identifying peer list and proposed a scoring system to prioritize characteristics that are most important.
  - b. **Questions for consideration and discussion:**
    - i. Suggestion to add Alaska:
      1. WUE and similar programs, often have students coming from state for our programs.
    - ii. IDEA agrees that the IPEDS variable about being a standalone institution isn't an accurate representation of Helena College and will not use in scoring.
    - iii. There is a Carnegie classification based on the percentage of the degrees offered. The data shows that HC awards a higher number of career and trade degrees than general education/transfer, which classifies HC as the high career and technical institution.
    - iv. IDEA would like to include FT/PT mix in scoring. Discussion about how dual enrollment impacts this and other variables, but IPEDS has no way to filter those students out. They do require staff time to support and are not included in performance metrics such as retention and graduation rates.
    - v. Committee would like to include racial diversity of students, gender diversity of students, and whether or not the institution offers sports in the scoring.
    - vi. The plan is to finalize criteria, then Jessie will conduct a search in IPEDS for institutions and use the finalized system to score the institutions. Highest scoring institutions (committee will decide if we look at top x number or all above a certain score) will move to the second round, where we will look at institutions more closely, and consider the entire list (e.g., Make sure many different states are included).
  - c. **Action items before next meeting:**
    - i. Committee will vote or send input on the following outstanding decisions:
      1. FT/PT mix: Decide between using % FT of undergraduates or Carnegie: Undergraduate profile categories as scoring criteria.
      2. % Pell: Decide if we will use % of all students receiving Pell or % of first time full time students receiving Pell.
      3. Finalize weights and scores.
    - ii. Following the decisions above, Jessie will generate a scored and ranked list of potential peers to be discussed at the January meeting.

6. Next meeting: January 18, 2023 at 2:00 via Teams