

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON JUNE 7, 2023 AT 2:00 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
- **Ryan Early**, ASHC President
- **Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Enrollment
- **Ryan Loomis**, Director of Community Education & SBDC
- **Alyssa Neace**, Staff Senate representative
- ~~Phillip Sawatzki~~, Faculty Senate representative
- **Bryon Steinwand**, Faculty Representative & Assessment Database Developer
- ~~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)

- 20230517 IDEA Minutes
- Faculty Workshop 1B1 to 1B4
- Director and Staff Workshop 1B1 to 1B4
- NWCCU Rubric Standard 1B

AGENDA

1. **Approve May 17, 2023, Minutes**
 - a. Bryon S. motioned to approve the minutes. Marika A. seconded the motion. Approved.
2. **Annual Work Plans**
 - a. All plans are due June 23, supervisor review should be complete June 30.
 - b. 31% of plans are already fully submitted
 - c. IDEA considered setting a target for annual work plan goals completed or positive progress and decided it was not necessary to set a target for mission fulfillment.
 - i. The Dean does not think there needs to be a fulfillment target.
 - ii. Work plans are qualitative data.
 - d. Improvements/changes for 2023?
 - i. Implement a word count to reduce long entries.

- ii. Suggestions: Calculate the average word count on the work plans or identify a plan at the upper limit and count the words.
 - iii. The non-academic plans give a suggested word count on some fields. It does not stop the length of the answer but gives a suggestion.
 - iv. IDEA will implement a recommended word count in fields where there are long entries across the goal fields
 - v. 150% of the median is suggested. Bryon will pull the word count from the database and calculate the mean, medium, and mode.
- 3. Strategic Plan Feedback from the Cabinet Planning Day - Cabinet reviewed each strategic goal – see updates in Strategic Goals 2022-27 Responsible Parties and Timelines file.**
- a. IDEA Discussion around Goal ST-2 Target 3: Originally goal was for areas to include one goal related to PD in the annual plan. IDEA had suggested the goal be that all or 90% of employees will record at least one activity in vector.
 - i. The Cabinet suggested adding a field to the work plans for areas to list PD goals for the year. Then in the final version, summarize what PD the department completed. Could add to the program review.
 - ii. Bryon would like to see both – PD data on the individual and PD data on the department or unit. Explore using a report generated out of Vector that can be added to the program review and annual plan.
 - iii. Bryon and Jessie will look into the feasibility of incorporating Vector data into the database and roll the data into the program review.
- 4. Outstanding Strategic Plan Items & Benchmarking**
- a. Each IDEA committee member will research peers and other NWCCU institutions to see if/how they define/measure/present information.
 - i. Define and measure community engagement.
 - ii. Define and measure workforce needs.
 - iii. Benchmarking data and how the data is presented and used.
 - iv. Disaggregated data in dashboards.
 - b. Use the file *Institutions for Examples*. Peers and 2021/22 institutions who have completed the Year 7 report.
 - i. Initial the school you are going to review and add your feedback. This is an ongoing project over the summer.
- 5. Accreditation Review Activity - Standards 1B1 and 1B4.**
- a. The notes from the faculty, director, and staff workshops on Standard 1B1 and 1B4 are in the file. NWCCU Rubric, Standard 1B pdf.
 - i. Review the notes and rubric to see how HC aligns before the next meeting.
 - ii. Jessie will assign sections.
6. Next meeting: June 21, 2023, at 2:00 PM