

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON JUNE 21, 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
- ~~Atalyssa 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)

- 20230607 IDEA Minutes
- Faculty Workshop 1B1 to 1B4
- Director and Staff Workshop 1B1 to 1B4
- NWCCU Rubric Standard 1B
- Example Institutions: A list of peers and schools in NWCCU that recently completed the Y7 report; to be used for researching community engagement, workforce development, benchmarking, and dashboards (especially DEI data)

AGENDA

1. **Approve June 7, 2023, Minutes**
 - a. Marika Adamek moved to approve the minutes. Stephanie Hunthausen seconded the motion. Approved.
2. **Accreditation Review Activity – Standard 1B Rubric**
 - a. This is an exercise to forecast how HC may be scored by the evaluators and to strengthen the weaknesses. IDEA is using the feedback from the faculty, staff, and director workshops to score the rubric.
 - b. Refer to Accreditation Standards Scoring file in IDEA team files for a recap of the discussion.
 - c. **Takeaway Focus:**

- i. A recurring theme is HC's weakness in the process of planning, allocating, and communicating the allocation of resources. It is difficult to improve a process when there have been multiple turnovers in the Administrative Affairs/Fiscal position.
 - ii. Student Affairs – no one “owns” student affairs. Student Life, Enrollment, Advising, TRIO, and Disability Resources are separate silos. Tasks have been shuffled, but there is no overarching governance. It is time to move from survival mode to thrive mode and determine what that looks like and a process to make it happen.
 - d. Reminder: Add thoughts and comments if you were not able to attend today's meeting.
 - e. Suggestions for the next steps:
 - i. Take the findings to the Cabinet.
 - ii. Schedule a group activity with staff and faculty working together at ID Days.
- 3. Annual Work Plans**
 - a. All plans are due June 23, and supervisor review should be complete July 7.
 - b. 57% of plans are already fully submitted
 - c. Improvements/changes for 2023? Tables
 - i. Word count – data from Bryon
 - ii. The addition of a professional development section is tabled.
 - iii. Addition of a “Goal” field to each goal? – new suggestion this week
- 4. Outstanding Strategic Plan Items & Benchmarking – Not discussed**
 - a. IDEA: Each committee member researches some peers/other NWCCU institutions to see if/how they define/measure/present information.
- 5. Next meeting: July 5, 2023, at 2:00 PM**