

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION  
VIRTUAL MEETING ON JULY 19, 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 AY2324**

1. Prepare for Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
4. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)

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

- 20230705 IDEA Minutes
- IDEA Accreditation Workshop Evaluation
- Faculty Workshop 1C5 to 1C8
- Director and Staff Workshop 1C5 to 1C8
- Accreditation Standards Scoring
- AWP Goal Field Length Stats

**AGENDA**

1. Approve July 5, 2023, Minutes
  - a. SH moved to approve. BS seconded. Approved.
2. Accreditation Review Activity – Standard 1C part 2
  - a. Refer to the Accreditation Standards Scoring file in IDEA team files for a recap of the discussion.
  - b. Takeaways:
    - i. At times the rubric contains items that are not in the criteria.

- ii. Consider creating an Accreditation committee to track the changes.
  - iii. Consider re-visiting HC's institutional competencies/outcomes. Soft skills and critical thinking are missing from the outcomes.
- 3. Membership
  - a. Consider adding one or two more members to share the load and broaden the representatives.
    - i. Department Chairs
    - ii. Nursing
    - iii. Trades
    - iv. Business Office
- 4. ID Days
  - a. Provide an overview of the results from the accreditation workshops.
    - i. Showcase strengths and weaknesses that emerged from the discussion.
    - ii. Offer strategic plans to improve the weak areas and ask for feedback.
- 5. Annual Work Plans
  - a. The reviews need to be completed by August 11.
  - b. The final guidelines and notes template is uploaded in the team.
- 6. Next meeting: August 2, 2023 at 2:00 PM