

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON SEPTEMBER 20, 2023, 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
- ~~**Ryan Early**~~ ASHC representative
- **Ryan Loomis**, Director of Community Education & SBDC
- ~~**Atalyssa Neace**~~, Grant & Loan Officer, Staff Senate Representative
- **Kasandra Reddington**, Accessibility Services Coordinator/Advisor
- **Phillip Sawatzki**, Biological Sciences Instructor, Faculty Senate Representative
- **Bryon Steinwand**, IT & Programming Instructor, & Assessment Database Developer
- **Cody Torres**, Welding Instructor
- ~~**Sandy Bauman**~~, Dean/CEO (Ex-Officio)
- **Melanie Heinitz**, Executive Assistant & Office Manager, Recorder

PRIORITIES FOR AY2324

1. Prepare for Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish and support ad hoc committee to administer Campus Climate Survey
4. Contribute to the development of dashboards

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

- 20230816 IDEA Minutes
- 2023 Campus Workshops Evaluation
- 2022-2027 Strategic Plan Poster v2
- IDEA Strategic Plan To Do 2023

AGENDA

1. **Approve August 16, 2023, minutes**
 - Marika made a motion to approve the minutes, and Bryon seconded the motion. Approved.
2. **Welcome new members**

- Kasandra, Cody, and Melanie are new to the IDEA Committee.
- 3. Priorities for the year (listed above)**
- 4. Recap of accreditation workshops**
 - Reviewed attendance and impact of workshops – majority of employees responded that they workshops increased their understanding of the accreditation process, how HC meets the standards, and how individual work supports standards (though this was the lowest % of increase).
 - Notable feedback from workshops re: priorities
 - More Transparent Resource allocation and budgeting
 - Website updated
 - Decision-making Inclusive, Transparent, Data-informed, Communication
 - New Accreditation Standards Spotlight in the MMM will be starting soon
- 5. Strategic plan poster**
 - Hoping for intentional placement of posters in offices, public spaces
 - Adjustments suggested for the poster
 - Busy with colors and text
 - Two oranges close together
 - Light orange with white writing not enough contrast
 - Darker Stewardship wording
 - Blue top color adjustment
 - Add the words *Helena College* or logo to the area near the title
 - Would like to communicate the significance of the four pillars contributing equally to the mission
- 6. Overview of strategic plan tasks**
 - The bulk of the plan is complete. Some of the strategic goals are missing targets and some KPIs have not been finalized.
 - Impact strategic goal and KPIs related to community engagement: How will we know we have demonstrated campus-wide engagement with our community?
 - Possible targets:
 - Partnerships
 - Events open to the community – not currently tracking
 - Events involving key community partners – who are these partners
 - Meeting workforce needs
 - Service to the community by faculty, staff, and students
 - Student learning outcome KPIs
 - Faculty putting information into the Assessment Database
 - Some challenges creating a full picture of student learning outcomes
- 7. Review of annual plans scheduled to begin 10/9**
 - New this year: each plan only read by one committee member to lighten the load

- If needed, committee members can request another committee member look over a plan
8. **Programs up for Review:**
- Academic: Diesel, Auto, Accounting & Business
 - Non-Academic: LLH, CEC, Student Life, Special Retention Initiatives, eLearning
9. **Next meeting: Wednesday, October 4**