

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON OCTOBER 4, 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 Loomis**, Director of Community Education & SBDC~~
- **Atalyssa Neace**, Grant & Loan Officer, Staff Senate Representative
- **Kassandra 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
- **Vacant**, ASHC representative

PRIORITIES FOR AY2324

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

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

- 20230920 IDEA Minutes
- IDEA Strategic Plan To Do 2023
- Annual Work Plan List AY2324
- AWP Initial Review Guidelines & Worksheet AY2324

MINUTES

1) Approve September 20, 2023, minutes

Bryon made a motion to accept the minutes as read, and Phil seconded the motion. Motion passed.

2) Annual Work Plan IDEA Review (refer to Annual Work Plan List AY2324 and AWP Initial Review Guidelines & Worksheet AY2324)**a) Set to begin 10/9, depending on supervisors accepting plans**

- Due from supervisors Friday, October 6.

b) Individual review of plans – determine timeline

- Seven plans for each committee member
- Jessie will set up partners

c) Walk through sample review

- Instructions in the Team Files
 - Click on the View Annual Plan Report for an easier reading page
 - Complete the review in Qualtrics (link in guidelines document)
 - Criteria: Concise & clear, spelled out acronyms, aligned with a defining characteristic, goal is SMART
 - Add comments if you do not score at the highest level
 - Refresh the page to review another plan

d) Reviews Due: October 25

3) Dashboards:**4) OCHE has put together several dashboards that we can use for inspiration****a) Data Brainstorming**

- i) Enrollment: Dual enrollment overall* and early college*, AAFTE*, headcount, course capacity
- ii) Retention: Fall to Fall* and Fall to Spring
- iii) Completion: 150 percent graduation rate*, Passing professional exams*, degrees and certificates*
- iv) Post-Graduation: Job placement in industry*, income, transfer rates/success (GPA)*
- v) Progress and Experience: Gateway completion*, course pass rates*, credit accumulation*, surveys (CCSSE, SENSE, CCS, CESS)*, students on pathways*
- vi) Financial: Professional development money
- vii) Community Education Center: Completion of non-credit bearing credentials*
- viii) Disaggregation: Pell-eligible and received, FT/PT, gender, age, first generation, accessibility resources, veteran's benefits, received financial aid, race/ethnicity, TRIO and MT 10, program/credentials/divisions, geography, online (all online, some, none)

b) What we can benchmark – IPEDS and MUS PF Metrics

5) Plan: Community engagement (refer to the first page of IDEA Strategic Plan To Do 2023) - Deferred**a) Strategic goal IM-1: Demonstrate campus-wide engagement with the community****b) KPIs****6) Strategic plan poster**

- a) Many still don't like the colors, including the bright green and high contrast of colors.
 - b) Would like to see a little more white space (though there was not a consensus here)
- 7) Next meeting: Wednesday, October 18. Della Dubbe will come to share her experience as a peer evaluator for NWCCU. I'll ask for any questions you have ahead of time to help her prepare.**
- a) Think of questions ahead of time for Della
- 8) Meeting adjourned at 2:20 p.m.**