

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON DECEMBER 20, 2023, AT 1:00 PM

AGENDA

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~~
- **Kasandra Reddington**, Accessibility Services Coordinator/Advisor
- **Phillip Sawatzki**, Biological Sciences Instructor, Faculty Senate Representative
- **Bryon Steinwand**, IT & Programming Instructor, & Assessment Database Developer
- ~~**Ashleigh Taylor**, ASHC President~~
- **Cody Torres**, Welding Instructor
- ~~**Sandy Bauman**, Dean/CEO (Ex-Officio)~~
- **Melanie Heintz**, 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)

- 20231206 IDEA Minutes
- [Community Engagement Whiteboard](#)
- Helena College 2022 Mission Fulfillment Final
- Helena College 2022-23 Mission Fulfillment by GP (draft of new report)

AGENDA

1. Approve December 6, 2023, minutes
 - *Bryon made a motion to accept the minutes as read, Kas seconded the motion. All in favor, none opposed, none abstained: motion carried.*
 - *No IDEA meeting on January 3, 2024.*

2. 2022-2023 Mission Fulfillment Report

- *This is how we document our processes for determining mission fulfillment. Used a similar process for old strategic plan, continuing for this plan.*
- *Reminder: We decided to eliminate core themes/indicators, and rolled most of them into new key performance indicators or strategic goal targets on the new plan.*
- *Three parts of mission fulfillment framework: annual work plan goals, key performance indicators and progress on strategic goals*
- *Proposal: Rename key performance indicators to mission fulfillment indicators? Determination: Not necessary.*
- *Indicator scoring system utilized in 2020 and 2022 reports – any changes needed?*
 - *Suggestion: If we do not have data measurement for an area it will be noted as no data is available and not included in overall calculation.*
 - *Keep target for mission fulfillment to be 75% of indicators having at least 90% of target for indicator*
- *Annual work plans: Do we need a target for successful goals to determine mission fulfillment?*
 - *From 2018-2022, 49% of goals were fully completed, 80% of goals had positive progress*
 - *Decision: Set target for mission fulfillment to be 80% of annual work plan goals showing positive progress (status of in progress or completed)*
- *Do we need to re-structure the report, organizing it by guiding principle instead of each part of the framework?*
 - *Decision: No, but consider an appendix or dashboard that shows a snapshot of the progress on each guiding principle at the end of the report.*

2. Community Engagement Strategic Goals and KPIs

- *At the end of the strategic plan how will we know the goal was met?*
 - *Need to develop a baseline before we set a goal*
 - *What data do we need/what can we collect?*
- *Start with data we already collect (see also [Community Engagement Whiteboard](#))*
 - *Entertainment forms*
 - *Marketing form – possibly add follow-up community engagement questions?*
 - *Meeting room reservations for external events*
 - *Estimated attendance*
 - *Parking pass needed – for external only*
 - *Handshake*
 - *Library usage data community member cards, community login to computers*
- *Try to keep the number of people reporting small, instead of asking everyone to do it. Brainstorm who on campus would know about the majority of events happening:*
 - *EAOM*
 - *Admin Asst. Gen Ed*
 - *Admin Asst. Trades*

- *Admin Asst. Nursing*
- *Retail Services*
- *Marketing/Comm/Alumni*
- *Student Life*
- *K-12 Partnerships*
- *TRIO/MT10Coord*
- *Admissions Counselors or Admin Asst. Enrollment Services*

4. Next meeting: Wednesday, January 3, 2024

- a. All committee members will brainstorm the data we want to collect – dream big!
- b. Suggestion to have key positions on campus reporting on community engagement – how do we approach that with these positions/supervisors - Sandy?

5. Meeting adjourned: *Kas made a motion to adjourn, and Phil seconded the motion.*