

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON SEPTEMBER 12, 2024, AT 1:00 PM, DON 131

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
- **Phillip Sawatzki**, Biological Sciences Instructor
- **Bryon Steinwand**, IT & Programming Instructor, Assessment Database Developer
- **Isabella Williamson**, ASHC President
- **Cody Torres**, Welding Instructor
- ~~**Sandy Bauman (Ex Officio)**~~, Dean/CEO
- **Melanie Heinitz (Recorder)**, Executive Assistant & Office Manager

Priorities for AY2425

TBD!

Agenda

1. Approve August 23, 2024 minutes. Minutes were shared for review and will be posted to web after any corrections made.
 - a. Membership structure: See page 2.
2. Goals for AY2425
 - a. Recruit new members per membership structure approved at 9/12 meeting - October
 - b. Finish strategic plan KPIs/goals - Carryover - Fall
 - i. Strategic Goal IM-1: Demonstrate campus-wide engagement with our community
 - ii. Any related KPIs for community engagement? Community education center?
 - iii. Equity KPIs – PD and Campus Climate Survey
 - c. Complete mid-cycle review of strategic plan - Spring
 - i. Review threshold for KPI/mission fulfillment
 - d. Update annual plan process in response to NWCCU recommendations - Spring
 - e. Align peer institution work to NWCCU requirements - October
3. Annual Plan AY2324 Review Options:
 - a. **Decision:** Close it out how we started – everyone is assigned 9-10 plans to fully review – Jessie will assign plans by EOD Friday, 9/13 - all plans reviewed by 10/4
4. Move meetings to third Thursdays of the month at 1:00 room TBD
 - a. Next meeting 10/17

Membership of IDEA

- 1) Chair – IR - standing
- 2) Database developer – standing
- 3) Director Community Education Center – standing
- 4) Student – 1-year term, ASHC president/rep if interested, otherwise faculty recommendation
- 5) Alternating two-year terms
 - a. A – Staff
 - b. B – Gen Ed faculty
 - c. A – Trades/Technical faculty
 - d. B – Cabinet member
 - e. A – At large (director or staff)

Role	Term	Current	Start	End
Chair (IR)	Standing	Jessie		
Database	Standing	Bryon		
Director Comm Ed	Standing	Jeri		
Student	1 year	Isabella		
Staff	2 years	Marika	AY2425	AY2526
Gen Ed Faculty	2 years	Phillip	AY2425	AY2425
Trades/Technical Faculty	2 years	Cody	AY2425	AY2526
Cabinet	2 years	TBD	AY2425	AY2425
At large (director/staff)	2 years	TBD	AY2425	AY2526