

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION MEETING ON NOVEMBER 12, 2024, AT 1:00 P.M, DON 132

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
- **Jeri Bucy**, Director of Community Education Center
- **Katelynn Eberhardt**, Director of Student Wellbeing and Engagement
- **Abby Rausch**, Director of Marketing, Communications, and Alumni Relations
- **Phillip Sawatzki**, Biological Sciences Instructor
- **Bryon Steinwand**, Computer Science Instructor, Assessment Database Developer
- **Cody Torres**, Welding Instructor
- **Isabella Williamson**, ASHC President
- **Paige Payne (Recorder)**, Executive Assistant

Priorities for AY2425

1. Finalize the outstanding items on the strategic plan.
2. Complete AY 2023-24 review of strategic plan/mission fulfillment.
3. Update the annual plan process in response to NWCCU recommendations.
4. Align peer institution work to NWCCU requirements.

Agenda

1. Approve minutes
 - a. IDEA Committee MINUTES 20241022
 - b. Phillip Sawatzki moved to approve. Marika Adamek seconded the motion. Approved unanimously.
2. Bylaws Draft Discussion
 - a. All the committees and councils need to draft bylaws to comply with Policy 100.5.
 - b. According to Policy 100.5, IDEA is a council. IDEA provides oversight and coordination of strategic planning and makes recommendations based on the data to the leadership/administration. The mission and purpose remain the same.
 - c. The CBA lists committee membership as a service for promotion. The language will need to be updated to include councils, taskforces, and workgroups.

- d. The group discussed some points and worked on the language of the draft but was not ready to decide on the name. NWCCU would like the group to focus on strategic planning and accreditation.
 - e. The objectives of the committee were clarified: NWCCU suggests the group focus on strategic planning and accreditation. IDEA is no longer looking at the program reviews.
 - f. The council review of the annual plans may shift from simply evaluating quality to identifying trends and examining unfulfilled goals.
3. AY2425 Annual Plan Reviews
- a. File: AY2425 Annual Plan List is in the MS Team. Each person is assigned to six plans.
 - i. Read each plan for completeness and review the goals.
 - 1. Smart: specific, measurable, attainable, relevant, and time-bound.
 - 2. Aligned to the strategic plan and defining characteristics.
 - 3. Give feedback to the author especially when the goal is not well-written or doesn't tie to the SP. Indicate if it's an example of a well-written goal.
 - 4. Use the strategic plan as a resource.
 - ii. Concern over the value of the review was discussed. Directors are cc'd when the feedback is sent back to the author. Even though changes are not always made directly in response to IDEA review feedback, the plans have improved significantly over the years. The review helps IDEA improve training and support for annual plans overall.
 - iii. In the future the authors may be asked to align the annual plan goals to strategic goals or KPIs instead of the defining characteristics.
 - b. File: AY2525 Annual Plan Initial Review Guidelines & Worksheet
 - c. [Questionnaire Link](#)
 - i. Use the link to complete the survey for each plan review.
4. Next meeting: December 10, 2024