



INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON JANUARY 21, 2025, 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
- ~~**Katelynn Eberhardt**, Director of Student Wellbeing & Engagement~~
- **Abby Rausch**, Director of Marketing, Communications, & Alumni Relations
- **Phillip Sawatzki**, Biological Life Sciences Instructor
- **Bryon Steinwand**, IT & Programming Instructor, Assessment Database Developer
- **Cody Torres**, Welding Instructor
- **Jeri Bucy**, Director of CEC
- **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 20241209
 - b. Bryon S moved to approve. Marika A. seconded the motion. Approved
2. Annual Plan Updates
 - a. Annual plan feedback was emailed to the authors. Jessie asked the plan developers to make changes recommended in the IDEA review as part of their mid-year updates or describe why the suggestions do not make sense in the note section of the annual plan.
 - b. Mid-year updates are due 2/7/2025 and supervisor reviews are due 2/21/2025.
 - c. Fourteen (14) areas received feedback after the plan review that IDEA will follow up on. (see highlighted lines in the AY2425 Annual Work Plan List)
 - i. After mid-year, the assigned IDEA reviewer will re-visit the plan and evaluate any changes made through a Qualtrics form.
 - ii. Jessie will make the Qualtrics form before the next meeting.

- d. AY2324 Final Report and AY2425 Initial Reports are finally done. Both reports are located in the team files.
 - i. In 2024-2025 there was a shift in the distribution of how many goals an area set. Rather than the minimum being the most common number, as was seen in prior years, there is a nearly even distribution in the number of areas setting one, two, and three goals.
 - ii. In 2024-2025, goals for IM 3 and EQ2 decreased significantly.
- 3. Bylaws recommendations from Cabinet (IDEA DRAFT Bylaws 20250117)
 - a. Cabinets recommendations:
 - i. ~~Monitor~~ *Direct annual plan process and review...*
 - ii. ~~Ensure~~ *Monitor compliance with NWCCU Standards for Accreditation.*
 - iii. Does IDEA own educating the campus on mission fulfillment, accreditation & strategic planning? Yes!
 - 1. *Educate the campus about mission fulfillment, accreditation, and strategic planning.*
 - iv. Change the standing Director of CEC to a rotation of people involved in external community partners.
 - 1. No – keep the standing CEC position because of the important non-credit communication and information the position provides.
 - v. Add a statement about the combination of members: *Staff, Cabinet, and At Large members should represent a variety of different campus departments.*
 - vi. Does a student need to be on the committee?
 - 1. Retire the student role after this year. It is beneficial to have a student voice on tasks and projects. ASHC may be asked for volunteers if a student perspective is needed.
 - vii. Sections were added to clarify workload and summer expectations.
 - 1. *Members may occasionally be asked to carry out additional work outside of meetings as their workload allows.*
 - 2. *IDEA Council is a Calendar Year Council. Members not on contract over the summer are encouraged, but not required to attend.*
 - viii. Jessie will update the bylaws and send out a vote to approve them.
- 4. Peer Update: Do we want to switch any peers out to those who participate in the Post-Secondary Data Partnership (PDP)?
 - a. Peer Update in Response to NWCCU FAQs for Standards 1.D.2 and 1.D.3.
 - b. Not all of our peers participate in the PDP, which allows for peer comparison on some metrics not provided by IPEDS, our main source of peer comparison data.
 - c. It would be beneficial to switch some of the peers out for peers in the PDP.
 - d. Peer Search 2023 Excel file
 - i. 3 out of 8 regional peers are in the PDP and 5 out of 8 national peers are in the PDP.
 - ii. Recommendation: Switch out 2 regional peers so there are five PDP peers each in the peer group.
 - 1. Clovis Community College in New Mexico will be a peer instead of UNM-Taos.



2. There are no Idaho or North Dakota schools that are comparable.
 3. Lake Area Technical College in Watertown, South Dakota will replace NW College in Powell, WY.
 4. The decision was made to consider an additional South Dakota school in part because other options were in states with very different funding models for higher education.
 5. Note: Lake Area has more full-time students than HC, but NW College offers 4-year degrees and is not in PDP.
5. Next meeting: February 11 at 1:00 PM