

# INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION MEETING ON FEBRUARY 11, 2025, AT 1:00 P.M, DON 132

## MINUTES

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**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

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- **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 & 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
- **Isabella Williamson**, ASHC President
- **Paige Payne (Recorder)**, Executive Assistant

### Priorities for AY2425

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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. - DONE

### Agenda

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1. **Approve 20250121 Minutes**
  - a. Bryon S. moved to approve. Marika A. seconded. Approved.
2. **Update:** Bylaws approved with five votes in TEAMS on 2/7/2025. The document is saved in the Committee Docs & Meeting Materials folder and on the webpage.
3. **Peer Institutions documents are updated.**
  - a. **ACTION:** Post it on the Strategic Planning webpage.
    - i. 2024-25 Peer Institution Update
4. **Annual Plans**
  - a. Mid-year updates are due on 2/7/2025 and the supervisor review is due 2/21/2025.
  - b. IDEA asked plan developers to make changes recommended in the IDEA review as part of their mid-year updates or describe why the suggestions don't make sense in the notes section of the annual plan. *Fourteen areas had feedback to check on (see AY2425 Annual Work Plan List*

- i. IDEA discussed how to format a survey that will help the IDEA reviewers evaluate whether the authors made the changes that were suggested.

**5. Impact Strategic Goal 1: Demonstrate campus-wide engagement with the community.**

- a. Intent of goal
  - i. HC does not have a good record of who it partners with in the community.
  - ii. How can community engagement be measured and what does it look like?
- b. IDEA discussed options
  - i. Have areas document community engagement in their annual plans.
    - 1. Nature of partnership (select from list of options)
    - 2. Organizations involved (select from list of options – Have CCC brainstorm to create the list?)
    - 3. Describe the partnership, value to the college and the organization
  - ii. Have areas track membership in professional organizations/participation in professional groups yearly in annual plans.
  - iii. Both will also be added to program reviews, with annual plan information available for writers to refer to.
  - iv. Revisit the topic in March. Introduce the plan at the SPRING Open forum for a fall launch.

6. **Metrics Tree:** MUS is working with *Complete College America* to support all institutions in creating a data tree of student success metrics. The general idea is for institutions to identify 6-10 high-level KPIs, then identify leading indicators that feed into those KPIs, and then identify real-time metrics to monitor. This work at HC will likely be a collaboration between Dean's Cabinet and IDEA.

7. Next meeting: March 11 at 1:00 PM