INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION MEETING ON APRIL 8, 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 IR & Effectiveness
- ☒ **Marika Adamek**, Assistant Registrar
- ☒ **Jeri Bucy**, Director of Community Education Center
- ☐ **Katelynn Eberhardt**, Director of Student
- ☒ **Abby Rausch**, Director of Mktg, Comms, & Alumni Rel
- ☒ **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

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

Approve 20250311 Minutes
- Check the minutes in the files. They will be finalized and posted on Wednesday, 4/9.

Annual Plans 2425 Initial Review Follow Up
- Out of 35 plans, one-half of the authors made changes or addressed the feedback from the reviewers.
  - Fifteen made changes.
  - Eight gave a reason for not making a change.
- Most of the changes improved the plan.
- Jessie Pate will send out the feedback to the developers.
- IDEA will continue checking feedback changes at mid-year to improve the plans.

Review of annual plan goals not completed 22-23 and 23-24. Deferred or not completed analysis.
- It was more difficult than anticipated to categorize the reason for not completing a goal.
  - Add this to the list of reasons: Reassigning the responsibility.

- o Frequently, the goal was marked as not completed if there was only one indicator not completed out of multiple indicators that were completed.
- o Decision: If it is marked *not completed or deferred,* add a check box to mark the reason it was not completed.
- o Additional annual plan discussion: If a goal is marked *in progress,* then the goal automatically rolls over to the next year. Some people keep the goal, some edit it, and others delete the text and write a new goal entirely. If an area is removing an *in-progress* goal that has not been completed, IDEA would like to know why.
  - ▪ Decision:
    - • Improve the prompt for writing goals. For goals carried over from a previous year, developers can keep the goal as is or make minor edits.
    - • If they are completely changing the goal, they should delete the one that carried over and write a new one.
    - • Add a feature for developers to explain why they are deleting a goal they didn't complete before they delete it.
  - ▪ Consider requiring an additional goal yearly if any goal is being carried over.

Membership Term Lengths
- • Jess would like the term to be extended to three years for continuity. For now, departing members will be asked if they would like to stay on for one more year after they have completed two years. New members will be asked to serve for three years.
- • It was Isabella's last meeting today.

The next meeting was rescheduled a week earlier to May 6 at 1 p.m. to accommodate the faculty members.