

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON SEPTEMBER 30, 2025, AT 1:00 PM, 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 Council Mission: The Institutional Development, Effectiveness, and Accreditation Council 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 | • Abby Rausch , Director of Marketing, Communications, and Alumni Relations |
| • Marika Adamek , Assistant Registrar | • Bryon Steinwand , IT & Programming Instructor, Assessment Database Developer |
| • Katelynn Eberhardt , Director of Student Wellbeing and Engagement | • Cody Torres , Welding Instructor |
| • Nathan Munn , Psychology Instructor | • Paige Payne (Recorder) , Executive Assistant |

Priorities for AY2526

1. Carry out the institutional assessment plan.
2. Coordinate the collection of data in support of strategic goal IM-1 (community engagement).
3. Recommend leading indicators and real-time metrics aligned with each KPI under the new metrics tree model.
4. Prepare two ad hoc reports and coordinate one virtual visit in response to NWCCU recommendations.

Pre-Reads/Supplemental Materials

- IDEA Minutes 20250916
- NWCCU Ad Hoc Report Recommendation 5
- Strategic Goal ST-3 (forthcoming)

Agenda

Approve minutes: IDEA Minutes 20250916

- Cody Torres moved to approve the minutes. Katelynn Eberhardt seconded the motion. The minutes were approved unanimously.

AY2526 Annual Plans

- Timeline
 - Supervisor review was due 9/26/2025
 - IDEA review 10/10/2025
 - Discuss initial review/plans at 10/14 meeting

- Procedures for IDEA review
- IDEA reviews the annual plans for quality control. There is a file AY2526 with the plans.
- Each person reviews 8 plans. There is a guideline. The actual review is a Qualtrics survey.
- Qualities – written clearly and concisely. Clear thought and planning. The audience is another employee at the college.
- Goals should align with the guiding principles. SMART Goals: Specific, Measurable, Achievable, Relevant, Time-bound.
- The feedback is shared with the author.

NWCCU Ad Hoc Report Recommendation 5

- Recommendation 5 Progress
 - The Organizational Chart was reformatted to clearly define the roles and scope of responsibility of each unit, department, and personnel.
 - The Cabinet crafted the College Council, Committee, Workgroups, and Taskforces Policy 100.5 to define each group, expectations, and responsibilities.
 - Students are on only 2 committees. Lack of interest, participation, and attendance.
 - Seek easier ways to get students engaged.

IAP: Strategic Goal IM-3 Community Engagement

- Cabinet would like a usable list of partners.
- IDEA envisioned a different path. Overall, there is no good picture of how HC engages with the community.
 - What is significant to one area may not be usable to the whole.
 - It is difficult to build the data. When does IDEA collect it, and how is it collected?
 - IDEA needs a baseline.

Previous Idea to Collect Data:

Use a Microsoft form/spreadsheet/Qualtrics survey? Might be able to get into the database once we have a good understanding of what kind of data we will be getting and how we will be using it.

Type of engagements occurring or being pursued:

- *Partnership/collaborations*
- *Outreach*
- *Host/event*
- *Financial/sponsorship*
- *Service learning/internships/practicums/clinicals/guest lecturers*
- *Training (e.g., industry training students in a formal setting)*
- *Organization name(s) - select from list, ability to add to list.*
- *Individual names?*
- *The type of organization will be attached to the organization:*
 - *Business/industry*
 - *Education*
 - *Healthcare*
 - *Government*
 - *Non-profit*
 - *Community/other*

- *Frequency/regularity of engagement*
 - *One-time*
 - *Recurring (weekly, monthly, annual)*
- *Length of engagement*
- *Brief description of the value of engagement to HC and to the organization*
- *How many engagements/orgs to include? Top 3 to start*

Next meeting: Tuesday, October 14, 2025