

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON NOVEMBER 18, 2025, AT 1:00 P.M, LOCATION

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 , Social Sciences 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 Council Minutes 20251104
- [Annual Plans Dashboard](#)

Agenda

Approve minutes: IDEA Council Minutes 20251104

- Marika Adamek moved to approve the minutes. Katelynn Eberhardt seconded the motion. Approved unanimously.

IAP: AY26 Annual Plan Initial Review

- Key Observations
 - Goal Distribution Imbalance: Effectiveness – 30, Stewardship – 25, Impact – 36, Equity – 15.
 - Academics lean toward Impact and Effectiveness; non-academics toward Stewardship; committees and Senates are balanced.
- Challenges

- Equity goals are hard to write.
 - Supervisors need more support and training for reviewing and writing goals.
 - Unclear expected outcome from the data collected from the annual plans
 - Long-term use of data is uncertain; peer evaluators prefer KPI alignment.
- Positive Trends
 - Goal quality improving year over year.
 - Annual goal setting creates departmental cohesion.
 - Plans are well-written.
- Suggestions
 - Ask authors to write goals in underrepresented areas if relevant.
 - Review only new employees' annual plans instead of everyone's.
 - Use AI to analyze goals for themes and trends.
 - Stop evaluating goals for quality; track content instead.
 - Communicate the annual plans for benefits to campus and NWCCU expectations.
 - Provide supervisor training for better review.
- Next Steps
 - Enter goals into AI for trend analysis.
 - Provide supervisor training.
 - Clarify purpose and long-term use of AP data.
 - Consider linking goals to KPIs and strategic priorities.
 - Read through comments from NWCCU to determine what is being asked.

Follow Up on Cabinet Discussions of IAP topics

- Institutional Assessment Plan has both conversations from IDEA and Cabinet

Draft Community Engagement Form

- IDEA reviewed the form.
 - Add a dropdown in the area text box.
 - Add "semester" to the frequency of engagement list.
 - The form will be distributed at the end of fall and spring semesters.

Next meeting: Tuesday, December 9, 2025