

**INSTITUTIONAL EFFECTIVENESS**  
*Minutes*  
*Don Lecture Hall – 05/24/2017*

**Present:** Mike Brown (chair/facilitator), Tammy Burke, Sarah Dellwo, Russ Fillner, Elizabeth Stearns Sims, Lori Cooper (recorder)

**Absent:** Chad Hickox, Robyn Kiesling, Patrick Turner

**Proxy:** Sandy Sacry, Della Dubbe

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**First order of business:**

Elizabeth Stearns Sims made a motion to accept the minutes as written, Tammy Burke seconded. All in favor, minutes approved.

**Action item:**

- **Draft Committee Mission Statement**

The mission of the Institutional Effectiveness Committee is:

*To evaluate the efficiency and effectiveness of college operations to ensure that policies, processes, and resources achieve optimal outcomes. The work of the committee will be:*

- *informed by the college's mission, core themes, and strategic goals*
- *evidence-based, results-oriented*
- *holistic, inclusive, responsive*

Committee members discussed the difference between the mission statement and vision statement. The committee's purpose is to interpret and identify areas of improvement and make recommendations based on findings. The Committee determined the mission statement is accurate in what committee is trying to accomplish, however, suggested a change in the layout. Russ moved that the adoption of the mission statement as follows:

*To evaluate the efficiency and effectiveness of college operations to ensure that policies, processes, and resources achieve optimal outcomes. The work of the committee will be informed by the college's mission, core themes, and strategic goals; evidence-based, results-oriented; and holistic, inclusive, and responsive.*

Elizabeth Stearns-Sims seconded. All in favor, mission statement approved.

**New Business:**

Mike Brown presented the following data literacy to help committee members understand high-level concepts about surveys. Methodology – Selecting random students in target population; helps eliminate bias, such as the assumption that surveying students during the day captures more fulltime students. Stratification – A weighting factor using a mathematical formula or percentage to scale the results giving equal representation to each group. Helena College utilized Qualtrics to conduct surveys anonymously allowing candid and honest responses. A well-framed survey should be neutral, yet create interest through the introduction and questions, as well as to provide a vested interest. Neutral and open-ended questions can direct students to give specific information. Avoid using higher ed jargon that is unfamiliar to students. Objective questions are measurable (for example, “How many times have you seen your advisor?”); Subjective questions are open to interpretation (for example “Was that time valuable to you?” or “How important is advising to you?”). Triangulation provides dimension to data (surveys, institutional data, peer comparisons data, etc.) Triangulation does not take the place of data, but improves the quality of information. Frequency is a

measure of dispersion; Mean measures central tendencies as average. Benchmarking allows comparison to other institutions and groups.

- **2016 Survey of Entering Student Engagement**

- **Overview of survey methodology and results**

Student's survey captured 1<sup>st</sup> year math and writing. Due to class size, all math and writing classes were surveyed, and information pulled on students that meet the criteria. A 5% margin of error was taken in to consideration. Enrollment status data shows entering students as a subset trended full-time compared to other institutions. Most students surveyed were under 25 years of age. May have over-sampled females slightly based on enrollment. Of those surveyed, 63% attended orientation. Helena College students tend to be married with more dependents and to work more hours per week than other institutions. Students tend to spend fewer than 6 hours a week outside of class preparing or doing homework. Testing organization defined benchmarks; student engagement is defined as what students are doing to be engaged and the institution is doing to reinforce positive behaviors.

### **Unfinished Business**

- Data Narrative Exercise
- Next Steps

### **Attachments**

1. Minutes from last meeting (5/3/2017)
2. SENSE 2016 Quick Reference Guide
3. 2016 SENSE Results by Frequency
4. 2016 SENSE Results by Means
5. 2016 SENSE Results by Benchmark

Committee members were asked to review the survey sheet and data.

**Next meeting:** June 28th