

**INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION**  
VIRTUAL MEETING ON JULY 8, 2022, AT 9:00 A.M.  
**MINUTES**

**ATTENDEES:**

- **Jessie Pate, (Chair)**, Director of Institutional Research & Effectiveness
- **Marika Adamek**, Assistant Registrar
- **Julie Adams**, Staff Senate President
- **Stephanie Hunthausen**, Executive Director of Career Technical Education and Dual Enrollment
- **Ryan Loomis**, Director of Community Education Center
- **Phillip Sawatzki**, Faculty Senate Representative
- **Bryon Steinwand**, Faculty Representative & Assessment Database Developer
- **Nick Worsley**, ASHC President
- **Sandy Bauman**, Dean/CEO (Ex-Officio)
- **Paige A. Payne**, Recorder

*Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.*

*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.*

**PRE-READS (IN IDEA TEAM FILES)**

- General folder:
  - June 24 minutes
- Strategic Planning 2022-2027 folder:
  - IDEA Strategic Plan To Do Summer 2022 (orange means not ready to finalize, blue is ready for IDEA approval/discussion)
  - KPIs All

**AGENDA**

**1. Minutes**

- a. Brian Steinwand moved to approve the June 24, 2022 Minutes. Marika Adamek seconded the motion. The minutes were approved unanimously.

**2. Membership**

- a. Stephanie Hunthausen, the new Exec. Director of CTE & DE will join as a member of the committee.
- b. Julie Adams will stay until the end of July.
- c. Phillip Sawatzki is willing to stay on through the fall.

**3. Annual Work Plan IDEA Committee Review**

- a. Thirty plans are not completed or approved by the supervisor.
- b. IDEA review postponed due to expired security certificate issue with single sign-on. IT is in the process of fixing the problem.
- c. IDEA teams will review starting July 25 to August 12. The teams are assigned 14 to 15 plans.
  - i. Assignments are in the file labeled AY2122 Annual Work Plan List, pinned to the top area.
  - ii. Review the results, final actions, final narratives, and note good/SMART goals.

#### 4. Strategic Plan KPIs

##### a. *ST-3: Professional Development Activities*

1. Proposal A: Lower target to account for employees who were employed for less than one academic year and didn't participate in PD.
2. Proposal B: Only count those employed for full academic year or after the first year of employment. Set the target at 100%.
- ii. Approved by IDEA: Set the target over 3 years (AY24/25) that 90% of the employees log one activity annually in Vector.

##### b. *ST-5: College Employee Satisfaction Survey (CESS)*

- i. Do we need another metric for this since many of the CESS targets are now set in the Stewardship SG?
- ii. Proposal: Maintain or increase overall satisfaction by next survey administration in AY2425. In 2021 the overall satisfaction was 4.15 overall.
- iii. Proposal: Maintain the 4.15 level.
- iv. Tabled until the next meeting. More information needed to make a good decision.

##### c. *EF-6: Completion of Non-Credit Credentials*

- i. Proposal: 1% increase over rolling 3-year average for students who successfully complete NC credential programs. (80% to 85.3%)
  1. Not a performance funding metric.
  2. It is a gradual target for growth.
  3. Ryan Loomis approves, but it does not capture new programs.
    - a. Massage Therapy
    - b. Internalizing Phlebotomy
    - c. Other
- ii. Approved by the IDEA Committee.

##### d. *IM-2: 150% Graduation Rate*

- i. Proposal: Increase to 32% to stay ~~the~~ ahead of IPEDS comparison group by the end of the five-year SP.
  1. In 2020 the target was 30%.
- ii. Approved by the IDEA Committee

##### e. *IM-3: 150% Transfer Rate*

- i. Proposal: Increase to 30%, reevaluate in a couple years.
  1. Metric measures the entering AA and AS students. (Not trade students who go to work instead of transferring) Pathways will facilitate the transfer rate.
  2. 2020 target was 22% and HC has been well above the percentage.
  3. The majority of the group would like to keep the increase to 30%. The ability for students to move on could be impacted by inflation and the housing shortage.
- ii. Approved by the IDEA Committee.

##### f. *IM-4: Transfer Success Rate – Next meeting.*

- i. Proposal: Maintain at 80%

##### g. *IM-5: Transfer GPA – Next meeting.*

- i. Proposal: Maintain at 3.00

5. Next meeting: Friday, July 22, 2022.