

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON MAY 3, 2023 AT 2:00 PM
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 Institutional Research & Effectiveness
- **Marika Adamek**, Assistant Registrar
- ~~**Ryan Early**, ASHC President (incoming)~~
- **Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Enrollment
- **Ryan Loomis**, Director of Community Education & SBDC
- **Atalyssa Neace**, Staff Senate representative
- **Phillip Sawatzki**, Faculty Senate representative
- **Bryon Steinwand**, Faculty representative & Assessment Database Developer
- **Nick Worsley**, ASHC President (outgoing)
- ~~**Sandy Bauman**, Dean/CEO (Ex-Officio)~~
- **Paige A. Payne**, Recorder

PRIORITIES FOR AY2223

1. Finish Strategic Plan KPIs
2. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
3. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)
4. Benchmarking – ~~identify peer institutions~~ and metrics to disaggregate (NWCCU 1.D.3)

PRE-READS/SUPPORTING DOCUMENTS (IN IDEA TEAM FILES)

- 20230419 IDEA Minutes
- State of the College Presentation

AGENDA

1. **Approve April 19, 2023 minutes.**
 - a. Phillip Sawatzki motioned to approve the minutes. Bryon Steinwand seconded the motion. The minutes were approved unanimously.
2. **Membership Update**
 - a. Ryan Early is the new ASHC President and will take Nicholas Worsley's place
3. **Annual Work Plans Update**
 - a. Option to submit final plans early: now through May 5. All plans are due June 23, 2023.
 - b. Does IDEA want to set a target completion rate for work plan goals?
 - i. Is it a motivator or a barrier? The target completion rate could cause the authors to write easier goals to meet the target instead of focusing on writing quality goals.
 - ii. Overall in the past 4 years: 49% of the goals were fully completed and 82% had some forward positive progress.
 - c. Discussion:

- i. Suggestion to add a ratio of ongoing to completed, or set a goal of “not completed” to be 5% or fewer.
 - ii. Jessie feels that there needs to be a measurable metric that can tie back to the strategic plan that measures the fulfillment of the mission.
 - iii. Stephanie thinks a better plan is to make the good goals that fit into the strategic goals.
 - 1. Target goal quality and align the work to our guiding principles.
 - 2. Set a goal that three action items align to every defining characteristics.
 - iv. Provide goal writing workshops that re-frame the lens through which they see their goals or brainstorm goals to align with different defining characteristics – not necessarily goals that will be in the plan, but an exercise to think outside of the box.
 - v. Think about a strategy to celebrate the work plans that had quality goals and impacts by reporting out the author or plan in the MMM or SOTC.
 - d. Suggestion: Three metrics
 - i. 50% of the goals will be completed or 85% of the goals have positive progress. Stress that goal quality is more important than completing a goal.
 - ii. Fewer than 5% of goals not completed.
 - iii. Even distribution of action items written to defining characteristics.
 - e. Jessie will go to Cabinet to get their thought on what mission fulfillment looks like according to work aligned to the strategic plan.
- 4. State of the College Preparation reviewed.**
- 5. Summer Goals**
- a. Analyze the accreditation workshop feedback to identify common themes and threads.
 - b. The accreditation handbook has a scoring rubric the evaluator will use in April. IDEA will look at the rubric and estimate where HC will land.
 - c. Jessie will start writing the report in the fall. It is due February 1, 2024. IDEA will be involved in planning the accreditation visit in April.
 - d. Finish KPI's and start assessments.
- 6. Next meeting: May 17, 2023**