

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON MAY 17, 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~~
- ~~**Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Enrollment~~
- **Ryan Loomis**, Director of Community Education & SBDC
- **Alyssa Neace**, Staff Senate representative
- ~~**Phillip Sawatzki**, Faculty Senate representative~~
- **Bryon Steinwand**, Faculty Representative & Assessment Database Developer
- ~~**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)

- 20230503 IDEA Minutes
- Year 7 Plan
- NWCCU Accreditation Handbook

AGENDA

1. Approve May 3, 2023 Minutes
 - a. Bryon Steinwand moved to approve the minutes. Alyssa Nease seconded the motion. Approved.
2. **State of the College Recap Discussion**
3. **Summer of Accreditation:** Reviewing campus input, discussing, and scoring against NWCCU rubrics.
 - a. See Year 7 Plan and NWCCU Accreditation Handbook documents.
 - b. Faculty spent the spring semester reflecting on standards, directors & staff will do the same over the summer. IDEA will review the feedback and identify the main points and themes.
 - c. The rubric that the evaluators will use to evaluate HC is published and available. IDEA will use the rubric and the feedback to see where HC stands. The scoring scale is emerging,

- developed, or highly developed. If there are standards that are scoring lower on the scale, then IDEA will look for strategies to improve the score in that area.
- d. Section A does not have a rubric; it is a narrative of HC's mission. Sections B, C, and D have a rubric.
 - e. Review time frame:
 - i. **June 21:** 1.B.1 - 1.B.4: Improving Institutional Effectiveness
 - ii. **July 5:** 1.C.1 - 1.C.4: Student Learning part one
 - iii. **July 19:** 1.C.5 - 1.C.8: Student Learning part two. (Exception: Graduate Studies)
 - iv. **August 2:** 1.A.1 and 1.D.1 - 1.D.4: Institutional Mission & Student Achievement.
 - f. An all-campus workshop related to accreditation will be scheduled before classes start to review IDEA's results/recommendations to get the campus together to talk about the strong points, weaknesses, and strategies to improve weak areas.
 - g. Jessie will write the report in the fall. In December, IDEA will proofread sections of the report. The report is due early February 2024. The campus visit is in April 2024. Results are provided in July 2024.

4. Annual Work Plans Update

- a. All plans are due on June 23. Supervisor review should be complete on June 30.
- b. 25% of plans are already fully submitted.
- c. The work plan mission fulfillment target is tabled until Jessie talks to Sandy and/or the Cabinet.

5. Benchmarked Metrics

- a. Jessie created a customized IPEDS Data Feedback Report.
- b. It is a standardized report generated from IPEDS. Our institution is compared against the median of its comparison group.
- c. Observations: HC's annual numbers are lower but fall enrollment of part-time and overall is up over the comparison group. Most likely due to the fall dual enrollment registrations. HC is more expensive than the medium of our peers.
- d. IDEA can customize the report.
 - i. Possible to pull IPEDS data separately by institution, region, or national groupings.
 - ii. Suggestion: List our KPIs and strategic goal targets to identify which of those we can benchmark against IPEDs or other data sources. i.e., CESSE, SENSE, CESS, and MUS Dashboard.
 - iii. Jessie would like to start with the data already used for strategic goal targets or key performance indicators on our strategic plan.
 - iv. IPEDS
 - 1. Average annual full-time equivalent AAFTE (SG IM-2)
 - 2. Retention rates (SG IM-2)
 - 3. Number of degrees and certificates awarded (SG IM-2)
 - 4. 150% graduation rate (KPI IM-2)
 - 5. 150% transfer rate (KPI IM-3) (Note: HC calculates the transfer differently than IPEDs)
 - 6. Disaggregate above down the line
 - v. MUS (GFC & FVCC are peers)
 - 1. Focus on performance funding metrics; no formal benchmarking since GFC & FVCC are peers.
 - 2. The other 2-year schools are very small or are embedded and function differently.
 - vi. Surveys: All three surveys provide averages and a benchmark per section in a standardized report.

1. CCSSE: Use small college cohort.
 2. SENSE: Use small college cohort.
 3. CESS cohort
 - vii. Jessie will create a report based on the information above.
6. Outstanding Strategic Plan Items – Overview will be discussed at the next meeting.
- a. Credential Learning Outcomes
 - i. Demonstrate that students are learning what HC says they are teaching in a program and as an institution.
 - ii. Demonstrate that faculty are participating in the process.
 - iii. Demonstrate HC is using assessment data to inform curriculum, improve instruction and adapt assessment activities as needed.
 1. Determine the tool to measure the impact and set targets.
 - b. Community Engagement
 - i. Define community engagement, how it will be measured and set targets.
 - ii. Review previous core theme indicators of events open to public community service.
 - c. Partnerships
 - i. Quantify partnerships.
 - d. Work Force (WF) Needs
 - i. Measure how HC assesses WF needs.
 - ii. How HC responds to WF needs.
 - iii. How HC ensures that the employers are satisfied.
 - e. Equity
7. Next meeting: June 7, 2023, at 2:00 PM