

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON JULY 5, 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
- **Atalyssa 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 AY2324

1. Prepare for the Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
4. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)

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

- 20230621 IDEA Minutes
- IDEA Accreditation Workshop Evaluation
- Faculty Workshop 1C1 to 1C4
- Director and Staff Workshop 1C1 to 1C4
- Accreditation Standards Scoring
- AWP Goal Field Length Stats

AGENDA

1. **Approve June 21, 2023, Minutes**
 - a. Bryon Steinwand moved to approve the minutes. Marika Adamek seconded the motion. Approved.
2. **Annual Work Plans Preview**
 - a. Supervisor review should be complete on July 7.
 - i. IDEA will start reviewing the plans that are submitted and review the other plans as they come in and complete the review by August 11.
 - ii. There are 58 plans to review. Each plan is read by a two-person team (15 or so each). After reading the plan, the evaluators complete a Qualtrics survey for each

plan. The final review focuses on the final budget, final narrative, results, and future actions. Provide comments if warranted.

- b. Improvements/changes for 2023 after the work plans have been reviewed.
 - i. Word count limits.
 - ii. Addition of professional development section.
 - iii. Add a “goal” field to each goal.
- 3. Accreditation Review Activity – Standard 1.C.1 – 1.C.4**
- a. Refer to the Accreditation Standards Scoring file in IDEA team files for a recap of the discussion.
 - b. Thoughts for all-campus accreditation meeting in August:
 - i. Address the common misconceptions that arose as a result of the workshops.
 - ii. The website.
 - iii. Address the true intent of a standard apart from distractions that influence our ability to meet the standard.
 - iv. Distinguish what HC is doing compared to what the campus perceives.
- 4. Next meeting: July 19, 2023, at 2:00 p.m.**