

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON OCTOBER 18, 2023, AT 1:00 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 Loomis**, Director of Community Education & SBDC~~
- **Atalyssa Neace**, Grant & Loan Officer, Staff Senate Representative
- ~~**Kassandra Reddington**, Accessibility Services Coordinator/Adviser~~
- **Phillip Sawatzki**, Biological Sciences Instructor, Faculty Senate Representative
- **Bryon Steinwand**, IT & Programming Instructor, & Assessment Database Developer
- **Cody Torres**, Welding Instructor
- **Sandy Bauman**, Dean/CEO (Ex-Officio)
- **Melanie Heinitz**, Executive Assistant & Office Manager, Recorder
- **Vacant**, ASHC representative

PRIORITIES FOR AY2324

1. Prepare for Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish and support an ad hoc committee to administer the Campus Climate Survey
4. Contribute to the development of dashboards

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

- 20230920 IDEA Minutes
- IDEA Strategic Plan To Do 2023
- Annual Work Plan List AY2324
- AWP Initial Review Guidelines & Worksheet AY2324

MINUTES

1) Approve October 4, 2023, minutes

- Bryon made a motion to accept the minutes as amended, and Atalyssa seconded the motion. Motion passed.

2) Annual Work Plan IDEA Review (refer to Annual Work Plan List AY2324 and AWP Initial Review Guidelines & Worksheet AY2324)

- Due in seven days – October 25
- Reviews pinned to the top of the Team File
- Worksheet available
- Poster for the Strategic Plan – Jessie reviewed with Marketing – changes on poster will be coming soon

3) Special attendee: Della Dubbe to talk about NWWCU Year 7 Report & Visit

a) Della gave details from her visits as an evaluator. Reader and evaluators will have expertise in their specific assigned areas, and they will write up details in each area. Review of what was reported. Open discussion:

- Hours Open
- Professional Staff Numbers
- Better experience for evaluators
- Flow Chart for each Department, so reporters can speak to the correct individual
- Regular meeting that demonstrates communication, shared governance
- Anyone in the area could be an evaluator
- Show visitors around the town and both campuses
- Openness
- Last minute changes are noticeable
- Conversations with employees in all departments
- Review: last report and mid-cycle report
- Robust Data
- Gracious
- Shadow employee for each evaluator
- Number of evaluators visiting: Chair, Assistance Chair, and additional individuals
- Specialty field visitors
- Review areas that were mentioned for improvement in reports
- Rubric to assist evaluators
- Evidence Check List for evaluators
- Graduation Rates Questions
- Focus on what individuals within the college are doing right, so they can share with the evaluators
- Airport pick-up, luncheon - who is going to be invited and have direct contact with the evaluators (who and why where they chosen)
- Open Forums for Faculty, Staff, and Students

4) Meeting adjourned at 2:00 p.m.

5) Next meeting: Wednesday, November 1.