

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON DECEMBER 6, 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/Advisor
- **Phillip Sawatzki**, Biological Sciences Instructor, Faculty Senate Representative
- **Bryon Steinwand**, IT & Programming Instructor, & Assessment Database Developer
- **Ashleigh Taylor**, ASHC President
- ~~**Cody Torres**, Welding Instructor~~
- ~~**Sandy Bauman**, Dean/CEO (Ex-Officio)~~
- ~~**Melanie Heinitz**, Executive Assistant & Office Manager, Recorder~~

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)

- 20231101 IDEA Minutes
- [Community Engagement Whiteboard](#)

AGENDA

1. Approve Minutes from November 1, 2023
 - Bryon made a motion to accept the minutes as read, Kas seconded the motion. All in favor, none opposed, none abstained: motion carried.
2. Strategic Plan Poster Results – Option 2 is the winner. Order 125-150 (one for every employee + extra for public spaces such as library, welcome centers, and front desks.

3. Update to NAPR review period: December 18 to January 12.
 - Jessie will assign two people to read each report.
 - Reviewed guidelines for non-academic program reviews and purpose of IDEA Committee review.
 - Jessie will download the program review reports and put them in the IDEA team files on December 18.
4. Campus Climate Survey Ad Hoc for Spring
 - Kim Feig has agreed to participate.
 - Emily Schuff has been asked but not responded.
 - Still need to find a second student. Have a couple recommendations, but haven't decided how to approach.
 - Public Mental Health Club and Nathan Munn interested in participating with the survey in some way.
5. Community Engagement Strategic Goals and KPIs
 - DCAC helped brainstorm all of the work the college does with the community, Jessie attempted to organize/categorize it in the virtual whiteboard (linked above).
 - Update to questions about facility use: Uses with a connection to the college are often charged nothing or a minimal fee, though sometimes events with a larger impact to the facility (such as food) will be charged. Often the fee is around \$25.
 - Goal of this exercise was to see all of the work being done in the hopes it helps us develop a meaningful measure and target of community engagement. Need to identify something that is not time-consuming or labor-intensive to track or record but does demonstrate what's important to us.
 - "campus-wide": Number of different departments engaging with community
 - Is it IDEA's responsibility to determine impact/effectiveness of community engagement, or the groups doing the work?
 - Reminder that we should distinguish between the big-picture goals (strategic goal targets) and the smaller targets that help us get where we want to be (KPIs).
 - Everyone will think about this before the next meeting where we will continue the discussion.
6. Next meeting: Wednesday, December 20