

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON JANUARY 17, 2024, 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
- **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 ad hoc committee to administer Campus Climate Survey
4. Contribute to the development of dashboards

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

- 20231220 IDEA Minutes
- [Community Engagement Whiteboard](#)
- APR IDEA Review 2023-24

AGENDA

1. **Approve December 20, 2023, minutes**
 - Bryon made a motion to accept the minutes as read, and Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.
2. **Strategic Plan Posters ordered, expected soon**
 - Updated in a couple of days – Abby will give them to Jessie and Jessie pass them out to the committee members to pass out.

- Notification in the MMM that the posters are available.
- 3. Academic Program Review – IDEA Review Feb 2 – 23**
 - Auto Technology, Diesel Technology, and Accounting and Business Technology Review Programs.
 - Assignments to IDEA Reviewers for Programs given.
- 4. Community Engagement Strategic Goals and KPIs**
 - Jessie was not able to talk to Sandy about a community engagement committee
 - Facility Use – Analysis of Room Reservation records
 - List of organizations that use the facility
 - Purpose: External org using our space vs. HC partnering with organization (to varying degrees) vs. HC hosting/inviting community into space
 - Types of organization – non-profit vs. Business
 - Number of people participating in even
 - Brief description of event
 - Length/frequency of events? Frequency for sure, length maybe broad categories (partial day, full day, multi-day)
 - Testing Center
 - Representation of HC employees in community orgs (boards, committees, etc.) or service in community
 - Breakout by classification?
 - Number/list of organizations
 - Hours
 - HC hosting or participating in events held off-campus
 - Social media engagement
 - Likes, comments, shares, reach (views)
 - Can we measure the impact of social media posts?
 - Measuring touchpoints with community
 - Conversations with community partners – document outcomes to show successful attempts vs. Those that didn't pan out – eg. Banking course with CEC has been in the works for 3 years
 - Do individual departments track this?
 - Sometimes does show up as work plan goals
 - Inquiries from community about our offerings – time consuming, would help identify trends
 - Student involvement in the community
 - Internships, clinicals, externships, service learning, projects
 - Community members coming to class, or classes visiting places
 - Number of orgs
 - Number of hours
 - Recruitment/outreach-specific events or activities involving potential students (or other external things like FFA and SkillsUSA)
 - Students gained from theses
 - Application – why did you pick HC/how hear about HC?

- Snapshot survey of how community members interact with the college
 - What is the value of tracking employee/student involvement in community outside of roles at HC?
 - Volunteer/service hours eg animal shelter, scouts, etc.
 - Define what qualifies as an event
 - Determine the level of granularity we want to measure this information
 - Consider investment of time to gather/organize/analyze data vs. Value in tracking it
 - Side hustles/additional employment/consulting (paid and non-paid)
 - SBDC
 - Number of clients served by types of services
 - Number of consulting hours provided
 - Number of jobs supported/created
 - Amount of capital infusion in community
 - Potentially sector/industry
 - Assignments: Jessie will speak with Sandy about community engagement committee and Christy about EMS reports.
5. Next meeting: Wednesday, February 7, 2024