

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON AUGUST 23, 2024, AT 3:00 PM, DON 131

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
- **Phillip Sawatzki**, Biological Life Sciences Instructor
- **Bryon Steinwand**, IT & Programming Instructor, Assessment Database Developer
- **Isabella Williamson**, ASHC President
- **Cody Torres**, Welding Instructor
- ~~**Sandy Bauman (Ex Officio)**~~, Dean/CEO
- **Melanie Heinitz (Recorder)**, Executive Assistant & Office Manager

Priorities for AY2324

1. Prepare for the Year 7 accreditation report and visit – DONE!
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 institutional dashboards

Agenda

1. **Approve April 17, 2024 minutes**
 - Approved
2. **Accreditation Updates**
 - Jessie reviewed the NWCCU Official Recommendations – Recommendation 5 regarding decision-making structures will influence IDEA's work a little bit.
 - The committee will be focused on strategic planning and mission fulfillment
 - NWCCU really wants HC to focus on KPIs
3. **Annual Plans**
 - Supporting documents:
 - [Annual Work Plans Dashboard](#)
 - AY 2324 AWP Final Observations
 - AY 2425 Annual Work Plan List
 - Annual Plans down from 59 to 54, some name changes, some areas consolidated, some new areas
 - The current model of two committee members reviewing all plans twice a year is too much for this committee.

- Discussion about reducing number of goals – instead of 3-7 goals, will do 1-3.
 - This year, will ask for 1-3 new goals, with up to two additional goals carried over from the previous year.
 - Suggestion to change from aligning to defining characteristics to aligning to KPIs – will need more discussion.
- Discussion about Professional Development section. Did not add any value to the plans and will remove those fields going forward.
- Committee will provide feedback about annual plan guide, Jessie will open annual plans on September 3. Initial annual plans will be due Friday, September 27.
 - Suggestion to spot-check annual plans rather than a full review this time, with a focus on newer plan developers.

3. Mission and Membership

- Additional Director to join this committee
- Will no longer be responsible for reviewing program reviews

4. Next meeting

- **The second Thursday at 1:00 p.m. Monthly meetings: September 12, 2024**



IDEA Committee