

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON MARCH 11, 2025, AT 1:00 P.M, DON 132

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

- | | |
|---|--|
| <input checked="" type="checkbox"/> Jessie Pate (Chair) , Director of IR & Effectiveness | <input type="checkbox"/> Bryon Steinwand , IT & Programming Instructor, Assessment Database Developer |
| <input type="checkbox"/> Marika Adamek , Assistant Registrar | <input checked="" type="checkbox"/> Cody Torres , Welding Instructor |
| <input checked="" type="checkbox"/> Jeri Bucy , Director of Community Education Center | <input checked="" type="checkbox"/> Isabella Williamson , ASHC President |
| <input checked="" type="checkbox"/> Katelynn Eberhardt , Director of Student | <input checked="" type="checkbox"/> Paige Payne (Recorder) , Executive Assistant |
| <input checked="" type="checkbox"/> Abby Rausch , Director of Mktg, Comms, & Alumni Rel | |
| <input checked="" type="checkbox"/> Phillip Sawatzki , Biological Life Sciences Instructor | |

Priorities for AY2425

1. Finalize the outstanding items on the strategic plan.
2. Complete AY 2023-24 review of strategic plan/mission fulfillment.
3. Update the annual plan process in response to NWCCU recommendations.
4. Align peer institution work to NWCCU requirements. - DONE

Agenda

1. **Approve 20250211 Minutes**
 - a. Approved
2. **Annual Plans Initial Review Follow Up**
 - a. In the file, AY2425 Annual Plan Initial Review, the "Plans with IDEA follow-up" tab has the plans that need follow up and the initial reviewer of the plan. "All Plans and Goals" has initial evaluation and comments."
 - b. Each member will see if the changes were made in the plans that they reviewed.
 - c. Find the annual plans: [View Plans](#)
 - d. Complete the [Follow-Up Survey](#) for each plan you were assigned to. **Due date: Friday, March 21.**
3. **Impact Strategic Goal 1 – Demonstrate campus-wide engagement with the community.**
 - a. Jessie will run this by Cabinet before we discuss further.
4. **Metrics Tree/Strategic Planning:**
 - a. Jessie reviewed *Using a Measurement System* (pp. 8-11)

- i. Supplemental document: Metrics Tree Overview
 - b. Jessie gave more information about the framework that OCHE is asking colleges to adopt to prioritize and reduce KPIs.
 - c. Cabinet is reviewing all KPIs, then they will narrow down to 6-10 KPIs that reflect our priorities.
 - d. IDEA will identify leading metrics and possible real-time indicators that inform each KPI. We will also set or recommend targets and acceptable thresholds.
 - e. Four Cornerstones:
 - i. #1 Measure what matters.
 - ii. #2 Source the data your college needs.
 - iii. #3 Use National Student Clearinghouse PDP.
 - iv. #4 Have regular conversations about data.
 - 1. Focus on cornerstone #1 and #4.
 - f. End product: each institution will share the metric trees to identify alignment of metric trees and student success goals between institutions.
 - i. OCHE has partnered with *DataKind* which uses an algorithm to measure real time metrics/data for each institution.
 - ii. Training on having conversations about data.
- 5. Review of annual plan goals not completed in 2022 and 2023 plans.**
- a. Capture the trends on why goals are not being completed.
 - b. Jessie entered the information in ChatGPT, which came up with some broad categories. Use it as a framework.
 - c. IDEA Review by April 2: Summarize the goal in one sentence. Click all of the reasons the goal was not completed.
 - i. Staff turnover and transition.
 - ii. Competing Priorities
 - iii. Resource Constraints
 - iv. Timing/Scheduling Conflicts
 - v. Ongoing Project
 - vi. Long-term Goals
 - vii. Other
 - d. Relates to NWCCU Recommendation 1: Implement an institutional level assessment process that informs operational planning, effective resource allocation to enhance student learning and achievement.
 - i. Cabinet is planning an institutional assessment day, where there will use this and other information to evaluate the college overall.
 - e. ACTION: Jessie will re-assign the goals and create a follow-up survey for the exercise.
- 6. Next meeting: April 8 at 1:00 PM**