

## Meeting on June 10, 2025, at 1:00 P.M., 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 Council Mission:** The Institutional Development, Effectiveness, and Accreditation Council 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

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| • <b>Jessie Pate (Chair)</b> , Director of Institutional Research & Effectiveness | • <b>Abby Rausch</b> , Director of Marketing, Communications, and Alumni Relations    |
| • <del>Marika Adamek</del> , Assistant Registrar                                  | • <del>Phillip Sawatzki</del> , Biological Life Sciences Instructor                   |
| • <del>Jeri Bucy</del> , Director of Community Education Center                   | • <b>Bryon Steinwand</b> , IT & Programming Instructor, Assessment Database Developer |
| • <b>Katelynn Eberhardt</b> , Director of Student Wellbeing and Engagement        | • <del>Cody Torres</del> , Welding Instructor   |
|   | • <b>Paige Payne (Recorder)</b> , Executive Assistant                                 |

### 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 annual plan process in response to NWCCU recommendations.
4. Align peer institution to work to NWCCU requirements. - DONE

### Agenda

#### Approve Minutes:

- Bryon Steinwand moved to approve the May 6, 2025 minutes. Katelynn Eberhardt seconded the motion. The minutes were approved unanimously.

#### AY2526 Annual Plans

- Some areas cannot tie or align annual plan goals to KPIs or strategic goals, but will be nice to collect data on those that do. Bryon S. will add an option to align annual plan goals to KPIs and strategic goals, but it will not be required.

#### Institutional Assessment Plan (IAP) AY26

- Jessie created a calendar to map out the flow of the institutional assessment plan (IAP) over the coming year.
  - In general, IDEA will review each KPI and strategic goal to pass along key findings and recommendations to Cabinet.

- Suggestion to write up a summary and/or develop a flowchart to better explain the new institutional assessment process.

### **IAP: Strategic Goal EF-1**

- Streamline and align assessment and data reporting practices to support decision-making and planning.
  - Dashboards
    - Great Falls College used Trivium to create and organize their data on dashboards. The platform is something Jessie would like to explore and tailor for HC.
    - Planning to organize the dashboards based on the six KPIs and their leading metrics identified on the metrics tree.
      - GFC IR may be able to share files with Jessie for a starting point.
      - Consider contracting with Trivium to create the dashboards.

### **Metrics Tree: KPI Degrees and Certificates Awarded**

- Leading indicators Brainstorming
  - Progress towards degree.
  - Fall to spring retention.
  - Fall to fall retention
  - Credit completion ratio.
- Revisit at next meeting. Members should review the “Using a Measurement System” document, focusing on the appendix.

**Next meeting June 24, 2025, at 1:00 PM**