INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
July 8, 2025, at 1:00 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
- ~~**Katelynn Eberhardt**, Director of Student Wellbeing and Engagement~~
- **Abby Rausch**, Director of Marketing, Communications, and Alumni Relations
- ~~**Phillip Sawatzki**, Biological Life Sciences Instructor~~
- **Bryon Steinwand**, IT & Programming Instructor, Assessment Database Developer
- **Cody Torres**, Welding Instructor
- **Paige Payne (Recorder)**, Executive Assistant

Priorities for AY2526

1. Carry out the institutional assessment plan.
2. Coordinate the collection of data in support of strategic goal IM-1 (community engagement).
3. Recommend leading indicators and real-time metrics aligned with each KPI under the new metrics tree model.
4. Prepare two ad hoc reports and coordinate one virtual visit in response to NWCCU recommendations.

Agenda

Approve Minutes.

- Marika Adamek motioned to approve the June 24, 2025, minutes. Paige Payne seconded the motion for Abby Rausch. The minutes were approved unanimously.

Institutional Assessment Plan: None today

Annual Plans:

- IDEA Review of Final AY2425 Plans
  - The assignments for the AY2425 Annual Work Plan are in the files.
  - IDEA can begin to track deferred or not completed goals and the reason for the changes.
  - Please complete the reviews by July 25.

- **Goal Deletion Process:**
  - How does IDEA manage a goal that is deleted or written over?
  - Year to year, the goals roll over, but a goal can be deleted, which is the problem.

- The data, continuity, and the reason it was deleted are lost.
    - o *Decision:* Allow the goal to be deleted, but when the author clicks to delete the goal, it shades to gray and stays recorded in the annual plan.
        - Add instructions clarifying when to edit a goal vs. when to delete a goal, and ask the author to include the reason the goal was deleted.
        - Because it stays in the annual plan, the data is available to track trends and other reasons goals are deleted.

Metrics Tree: Enrollment

- AAFTE, Annual Unduplicated Headcount, and Fall Census:
    - o AAFTE averages the FTE spread to portray an accurate picture of the enrollment. HCs AAFTE target number is 2%. Helena College's AAFTE is around 700-800. Add the summer, fall, and spring FTE and divide by 2.
    - o Annual unduplicated headcount is total unique students attending in an academic year (summer, fall, spring)
    - o Fall census is the count on the 15th day.

        Leading indicators
        - Applications submitted
        - Applications completed
        - Conversion rate
        - Fall-to-fall retention
        - Fall to spring retention
        - Withdrawal within the first fifteen days of the semester
        - Academic standing – alert --> warning --> suspension (e.g., DE vs general enrollment)

        Real-time metrics
        - Weekly registration
        - Weekly drop/withdrawal
        - Advising appointments (new/returning) (non-degree registers without meeting with advisor – get PIN from Registrar's Office)
        - Alerts from instructors

        Disaggregated
        - Dual enrollment vs. General enrollment
        - Gender
        - Race/ethnicity
        - Veteran benefits
        - Accessibility services
        - TRIO
        - Pell Eligible
        - MT10
        - Program
        - Student type (new first time, transfer in, etc)
        - FT/PT
        - Age (traditional/non, average age)
        - County/city/zip code

Next meeting: July 22 (IAP: Strategic Goal ST-1)