

# INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON SEPTEMBER 16, 2025, AT 1:00 PM, 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 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

- **Jessie Pate (Chair)**, Director of Institutional Research & Effectiveness
- ~~**Marika Adamek**~~, Assistant Registrar
- **Katelynn Eberhardt**, Director of Student Wellbeing and Engagement
- **Nathan Munn**, Psychology Instructor
- **Abby Rausch**, Director of Marketing, Communications, and Alumni Relations
- **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.

### Pre-Reads/Supplemental Materials

- IDEA Minutes 20250902
- IDEA AWP Template AY 2025-25
- SP 2022-27 Strategic Goal Tracking: ST-2, pp. 7-8
- CESS Section 1 and 4 Historical, second tab
- NWCCU Ad Hoc Report Recommendation 5

### Agenda

**Approve minutes:** IDEA Minutes 20250902.

- Katelynn Eberhardt motioned to approve. Bryon Steinwand seconded the motion. Approved

### IDEA Annual Plan Priorities

- Coordinate the collection of data in support of strategic goal IM-1 (community engagement).

- Recommend leading indicators and real-time metrics aligned with each KPI under the new metrics tree model.
- Prepare two ad hoc reports and coordinate one virtual visit in response to NWCCU recommendations.

## Institutional Assessment Plan Strategic Goal Stewardship - 2

### Targets & Progress to Date

1. Expectations for responsible management of resources will be articulated for all employees, consistent with their institutional role.
  - a. The restructured Budget Council, which includes two faculty, one staff, and two directors that are not on Cabinet, receives education about fees, revenue sources, and budget processes as part of their meetings.
2. A series of trainings will be developed to educate employees about stewardship, fiscal responsibility, and expectations related to the new budget process.
  - a. The Business Office is focused on the following three topics, as they are seen as the primary ways all employees can demonstrate stewardship of resources.
    - i. The GrizMart Training & FAQs Microsoft Team serves as a repository for recorded trainings on procurement, both in GrizMart and in general.
    - ii. The Travel Q&A Team has also been started. It currently provides written resources related to travel, and will also include recorded trainings.
    - iii. Plans have been in the works to provide training on ProCard use, but these have been delayed as UM works toward implementing new ProCard procedures, hopefully in AY2526.
  - b. Budget managers will receive training on the new budget process as discussed in strategic goal ST-1.
3. Increase employee satisfaction with teamwork/cooperation by 20%.
  - a. CESS Q1.22: "There is a spirit of teamwork and cooperation at this institution."
  - b. 2024 satisfaction score increased from 3.42 to 3.81, which is lower than the target of 4.10 but within the acceptable threshold.

### Discussion: Consider a more accurate "acceptable threshold" than 90% of the target.

1. Jessie calculated a ten-year comparison of the mean score for satisfaction from the CESS survey questions. All of the goals are making progress.
  - a. The 90% threshold calculation on CESS Q1.22 is lower than the baseline. An acceptable threshold of 90% calculation does not portray the information needed to access an accurate threshold in regards to the target.
    - i. Halfway to the target is a better threshold for the CESS survey.
  - b. What happens when there is no room to improve or a plateau?
    - i. Compare to peers or look at historical data to discern whether it will increase.

*Title: Example using 10% (halfway to the 20% satisfaction increase of the target) for Q1.22*

Q#	Question Text	Baseline (2021)	Target	90%	Fall 2024	Score
1.22	There is a spirit of teamwork and cooperation at this institution.	3.42	4.10 (increase 20%)	3.69	<b>3.81</b>	1
	Acceptable threshold – 10%			3.76		1

## IDEA Discussion & Recommendations 9/2/2025

1. From the budget to all employees
  - a. Have discussions in department/division meetings about different funding sources and how they can be spent – don't want to waste time training people on funds they don't use.
  - b. Some of these discussions are happening as needs arise (e.g., meeting with Welding faculty about changing gas suppliers, which was very helpful to talk through it all and get all questions answered).
  - c. What happens to the money we save in our departments? Do we want to know or need to know? Trusting that the business office/BC manages funds as needed to keep the college financially stable and moving forward.
  - d. Maybe a general "did you know" about the kinds of things BC looks at when there's a surplus and how that decision is made.
  - d. Conversations happening with Dean's Cabinet about the best way to ensure reps are sharing out to their groups
2. Trainings
  - a. GrizMart training is currently only applicable to a small number of employees.
  - b. More training around travel will be welcome.
  - c. Student travel is very confusing; nice to know that an improved form is in the works
  - d. Would like to have some training on UMDW – how to check budget, etc. This might be in the HC Standard Operating Procedures manual.
    - i. Not everyone has access to UMDW anymore. Faculty go through ED and administration; some directors just haven't been given access.
3. New program planning:
  - a. Cosmetology planning/forecasting has taught us lessons about who needs to be involved in planning a new program
  - b. The initial contact hours outlined for the Cosmetology faculty conflicted with union-established allowable hours for faculty. A union representative would have noticed this conflict earlier on if included during the planning.
    - a. 750 hours per year/30-32 credits is allowed.
  - c. Seems that initial estimates of income generation potential were high.
  - d. What is the college's cost-benefit analysis process for new programs? What is the procedure for making sure all necessary entities are involved?
  - e. Division meetings might be a better answer for working with faculty and getting feedback.

## AY2526 Annual Plans

- New features not ready to go yet (goal deletions and align to SG/KPIs)
  - Consider waiting until the new strategic plan is approved.

- Timeline
  - Open 8/21/2025
  - Due 9/12/2025
  - Supervisor review 9/26/2025
  - IDEA review 10/10/2025
  - Discuss initial review/plans at 10/14 meeting

NWCCU Ad Hoc Report Recommendation 5 - TABLED

Next meeting: Tuesday, September 30, 2025