Old Business
- Mike and Chad will create a grid.
  Done. Will be discussed during the meeting.
- SPA will use the grid to determine what could be consolidated and what is necessary, focusing on Core Theme 3.
  Will be discussed during the meeting.

Core Theme Indicator Review
Reviewed Core Themes indicators to look for ones that we don’t have data for or have are difficult to capture. Mike and Chad mapped them out on a grid. Most were in Core Theme 3.

- Core Theme 1 – Access and Support
  Objective 2 – Provide broad financial support for students
  Indicator 1 – Increase grant and scholarship funding of students’ financial need
  Grants from the state have become minimal, makes difficult to improve and question why we are tracking it. The driver was to focus on minimizing students use of loans, and HC has done very well. HC scholarships are underutilized, but the Foundation may affect this in the future. Other data points that might be more meaningful. Perhaps tweak that metric (not the indicator) to decrease the amount of debt. Even with state aid decreasing, working towards smarter borrowing. SPA discussed if ‘degree-seeking’ should be part of first metric, but only about 3% are not degree-seeking. Change the metric from “increased ratio” to “average student loan amount per year.”

- Core Theme 2 – Demonstrate Academic Excellence
  Objective 3 – To prepare the 21st century employee
  Indicator 2 – Information Literacy Competency
  Indicators are very high level. Information Literacy is one of six institutional competencies and should be addressed as an institutional competency rather than in Core Themes. Not that it isn’t important, but it is out of place and only aimed at workforce rather than all students. There are additional indicators for Core Theme 2. SPA agreed to remove this indicator.
Core Theme 3 – Strengthen the Community

Objective 1 – To be responsive to regional workforce needs

Indicator 1 – Employer satisfaction with graduates and customized trainings for employees
This means surveys. Have done some, but not in a systematic way. Employers are anecdotally happy, but no data. Need a formal survey to capture the info, not extremely difficult. Concern if accreditors come and we have no info in this area. RevUp survey info might be useful, contains HC data (not a HC survey). Doesn’t need to be done every year. A periodic sampling, targeted to specialized programs. Set up a 3-year rotating schedule like with program review. SPA agreed this is relevant. HC needs two surveys, one focused on grads and one on customized training.

Objective 3 – To meet community needs through learning, volunteer and service collaborations

Indicator 1 – Collaborations with community stakeholders
Needs to be collected every year and updated, perhaps integrate into yearly assessment plans, every division and program. Some areas will have more than others. SPA agreed to make part of assessment plan template.

Objective 3 – To meet community needs through learning, volunteer and service collaborations

Indicator 2 – Service to community by faculty, students and staff
Internships, service learning, or staff involvement in the community. All HC internships are for credit. Tenured faculty are only evaluated every 3 years. Need to determine how people should be engaged and how/where to record involvement. Even if not participating in an official capacity, still representing the institution. Discussed building staff involvement into performance evaluation (would be intrusive), included in program assessment as a collective (would only need one indicator and not the percentage), or add to the COI form. SPA chose an online self-reporting form to make a living document that can be updated throughout the year. Name, event, date, how many hours. Remind at the end of each semester, including summer term (time at right before fall starts). College Council is a good place to remind people. The outcome is increased visibility of the College. Mike will set it up on Qualtrics to send out following each term. Will develop the baseline after the first survey results are evaluated.

Objective 3 – To meet community needs through learning, volunteer and service collaborations

Indicator 3 – Foundation and alumni activities
First Helena College Foundation activity will happen 2/11 with kickoff event. Communicating with alumni now more than in the past. Some progress made.

Guiding Questions for Year Seven Self-Study
Starting to look at Standards 3-5 to ensure everyone at the institution has a copy of what is being looked at to ensure people know what we will be addressed in the self-study and during the site visit. Mike has a list, pretty good start. Academics and Policy areas are two of the highest flagged parts of the self-study. There are certain areas they will examine more closely than others, but all will be examined. Some things need to be worked on, ensure we are looking at student outcomes. ASCR should review this list and evaluation document to ensure every course in the institution is sound. Assessment is a major focus. NWCCU is under pressure from federal level, will focus. Bring Guiding Questions for Year Seven Self Study back to the next meeting.

Deliverables
- Mike will set it up on Qualtrics to send out following each term
- Bring Guiding Questions for Year Seven Self Study back to the next meeting