INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON JANUARY 21, 2021, AT 11:00 AM.
MINUTES

ATTENDEES:
- **Jessie Pate, (Chair)** Interim Director of Institutional Research & Engagement
- **Jocelynn Norman,** Associated Students of Helena College President
- **Julie Adams,** Staff Senate President
- **Ryan Loomis,** Director of Community Engagement
- **Phillip Sawatzki,** Faculty Senate President

- **Bryon Steinwand,** Faculty Representative
- **Michael Reid**, Assistant Dean of Administrative Affairs
- **Tammy Burke,** Executive Director of Career Technical Education
- **Sandy Bauman,** Dean/CEO (Ex-Officio)
- **Paige A. Payne,** Recorder

Helena College Mission: *Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.*

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.*

PRE-READS/WATCH
- [December minutes](#)
- [Recommendations for Core Themes and Learning Outcomes](#)
- [Non-Academic Program Review Proposal](#) – Updates highlighted in yellow.
- [Annual Work Plan Two-Year Report](#)
- Assessment Database Reports – Outcome Assessment
  - [Sample 1](#)
  - [Sample 2](#)
  - [Sample 3](#)

AGENDA
1. **Approve December 2020 Minutes**
   a. Jocelyn N., motioned to approve the minutes. Tammy B., seconded the motion. Minutes approved.
2. **Program Reviews**
   a. Non-Academic Program Reviews Update by Stephanie Hunthausen
      i. A section requesting each program to provide status update of recommendations from the previous reports was added to the original proposal.
      ii. A section requesting each program to attach the three year annual plan report provided by IDEA was added to the original proposal. IDEA will decide how a three-year annual program review summary report will look.
      iii. The next step is to create a template for those who are reviewing the report. If the review lives in the database, the information would be available for referral and measurement. Each recommendation will be assigned and sent forward.
      iv. Add rich text to the template format and the ability to upload additional documents. The goal is to implement the process by next fall. The first draft will be due by December 1st.

v. <u>Decision: Move forward to include non-academic program reviews in the database. Unanimously approved.</u> Stephanie will work on the template with Jessie Pate and include Bryon in the draft phase. IDEA will wait on creating the evaluation feedback template and IDEA review template.

vi. Stephanie recommends to elect two people who will be on the Non-Academic Program Committee for more than one year as the new process moves through the development process.

vii. The first programs to start the 3-year rotations starting May 1 are Marketing, Enrollment, Institutional Research and Financial Aid/Veterans, and K-12 Partnerships.

   1. Change: Veteran's Services is now rolled into enrollment and compliance. Discuss who will include Veteran's Services in their plan with Sarah D., and Valerie C.
   2. The Perkins (grant) does not need to submit a non-academic program review but what Perkins adds to the SEP needs to be measured.

viii. ELearning, LLH, Disability, Wellness/Counseling, and TRIO will be reading and evaluating the reviews and will be notified May 1 of the evaluation.

ix. Retail Services, Facilities, Business Office, Human Resources, IT Services and CEWD have the year off.

b. Great Falls provides an annual program snapshot based on data needs per unit. There is no current data for non-academic programs. What data is pertinent to the non-academics? The review will generate data suggestions. Jessie will look at other programs, make inquiries, and look at SEP key performance indicators.

c. ECOS – Academic Program Reviews – ECOS is meeting to discuss tentative proposal with ECOS this afternoon.

3. Work Plans
   a. Complete: Comprehensive report of plans, performance, and committee review for AY1819 and AY1920 – Document provided.
   b. AY2021 Work Plans: Mid-year review to be completed by 2/5/21. Reminders going out next week to those who haven't completed. Supervisor review is due by 2/19/2021.

4. Accreditation: Core Themes to Mission Fulfillment KPIs or Institutional Outcomes Discussion based on Sandy Bauman Video.
   a. <u>Mission Fulfillment Recommendation</u>: Add targets into the new strategic plan and continue aligning annual plans to the strategic goals. The new plan will base our institutional effectiveness on bench marks in relationship to our peers.
   b. The current strategic plan duplicates some core themes and various indicators were not developed.
   c. The move to mission fulfillment KPIs will simplify the process.
   d. <u>Transition Process</u>: Document transition process how the decision was made to move away from core themes, what the new process will look like, how the new standards and new strategic plan is developed, and start looking at peer comparisons. The current data will fold into the new plan
   e. **Motion**<u>: Bryon Steinwand made a motion to move from core themes to establishing targets in our next Strategic plan established in 2022. These targets will be based on peer institutions that we identify based on a variety of factors, inspiration, similarity, etc. Phillip Sawatzki seconded the motion. No further discussion indicated. Approved unanimously. (All voting members in attendance)</u>

       i.   Sandy is attending SCUP training and will bring back recommendations to decide forward focus of new strategic plan 2022.

      ii.   <u>Add Sandy to the next agenda to update IDEA on SCUP recommendations.</u>

  f. <u>Institutional Competencies Recommendation</u>: Use Institutional Competencies to capture student efficiency. Discussion unfinished due to time.

       i.   Ask every program to examine their program credential outcomes and add in diversity, informational literacy, and technology. Bryon S., suggests to add technical competency to facilitate the welding, diesel, aviation, and other trades the ability to map to the institutional competencies.

      ii.   Inside each curriculum, there should be a way to map a credential outcome tied to diversity and other credential outcomes through the General Education courses.

      iii.   The future pathways mapping will capture the credential outcomes in Gen Ed courses that are not measured now.

      iv.   There are two levels of mapping: course level to credential and then the credential to the institutional competencies. In the assessment level there is way to tie to other credential outcomes.

5. Assessment Database Reports – Bryon

  a. Outcome Assessment Progress – next meeting.

6. Spring Semester Meetings

  a. Move to bi-weekly meetings?

  b. Upcoming topics: Strategic Planning and, SCUP Recommendations, Institutional Competency Discussion, Academic Review Program Proposal, Work plan 3-year report, and others.

  c. Send out a doodle poll to determine a day and time. Noon on Thursdays is a common day/time.