HELENA COLLEGE
UNIVERSITY OF MONTANA

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON MARCH 16, 2021, AT 12:00 PM.
MINUTES

ATTENDEES:

- **Jessie Pate, (Chair)** Interim Director of Institutional Research & Engagement
- **Marika Adamek**, Assistant Registrar
- **Julie Adams,** Staff Senate President
- **Tammy Burke,** Executive Director of Career Technical Education
- **Ryan Loomis,** Director of Community Engagement

- **Jocelynn Norman,** Associated Students of Helena College President
- **Michael Reid**, Assistant Dean of Administrative Affairs
- **Phillip Sawatzki,** Faculty Senate President
- **Bryon Steinwand,** Faculty Representative
- **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 (FIND IN TEAMS – FILES AND LINKED FROM POST)

- February minutes
- [Strategic Planning Mission, Core Values, and Vision Review Recommendations](#) – video from Sandy Bauman
- Data Feedback Report
- Assessment Database Reports
- Work Plans Mid-Year Update
- Aviation Outcomes

AGENDA

1. **Approve February Minutes** – Phillip moved to approve. Bryon seconded the motion. Minutes approved.
   a. Jessie Pate, Jocelyn, Julie Adams, and Ryan Loomis are not in attendance.
   b. First time for Marika Adamek.

2. **Work Plans Mid-Year Update - N/A**

3. **Strategic Planning for Mission, Vision, Core Values**
   a. Campus-wide input planning:
      i. Provide multiple opportunities to discuss, reflect, and submit written suggestions.
      ii. If the sessions are required, it may ensure that everyone has a say.
         1. It was required previously.
         2. Ensure participation for future assessment interviews.
         3. Streamline the sessions.
         4. Use a virtual platform with breakout rooms.
         5. Record the sessions for viewing later.
         6. Provide a mechanism for feedback for participants who view recorded sessions.

       iii. Schedule the campus wide virtual session the day after graduation while faculty are still on contract.

           1. Use the Mission, Vision, and Core Values pillars as the starting point.

           2. Provide the questions to the campus well before the date of the session.

       iv. IDEA will gather to feedback, review the data in the summer, and then send recommendations to the Cabinet for approval.

       v. Analyze the results and incorporate the recommendations into the strategic plan in the fall.

4. **Approve Aviation Maintenance Technology Credential Outcomes – Bryon**
   a. ASCRC approved the aviation maintenance outcomes.
      i. Provides proof that the student has learned the credential outcomes for each certificate/degree.
      ii. Credential outcomes will be added to the database process.
   b. Will IDEA review or make a motion to approve outcomes?
      i. If IDEA has concerns, the outcomes will be sent back to ASCRC.
      ii. Outcomes must be measurable.
   c. For future consideration:
      i. Determine how often the outcomes are reviewed or changed.
         1. Need written guidelines for the outcomes.
      ii. There is some overlap between CAS and AS.
      iii. There is a commonality in the general portion of the curriculum for both CAS and AS, then specialized after general portion is completed.
      iv. Map outcomes to course assessments.

5. **Assessment and Institutional Competencies**
   a. Assessment Database Reports – **Bryon**
      i. Bryon reviewed the different types of reports from the database.
      ii. Bryon is willing to help faculty on Wednesdays after 1 p.m. to provide database training to faculty biweekly.