

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON MAY 18, 2021, AT 12:00 PM.

MINUTES

ATTENDEES:

- **Jessie Pate, (Chair)** 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
- **Michelle Werle**, Associated Students of Helena College President
- **Terrie Iverson**, Consultant
- **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.

AGENDA

Paige Payne, Phillip Sawatzki, and Ryan Loomis were not in attendance. Consultant Terrie Iverson will replace Michael Reid until a new CFO is hired. Michelle Werle will replace Jocelyn Norman as the ASHS representative. Phillip Sawatzki will be replaced in the fall.

Minutes:

- Approve at the next meeting.

Annual Work Plans (JP)

- Timeline
 - June 18 is due date for plan developers to submit the plans to their supervisors.
 - Supervisors have until June 30 to review the plan and provide feedback to the developers.
 - Label the finished product "Final Supervisor Review" POST-MEETING NOTE: This should actually be "Final Accepted"
 - Reassign Mike Reid's annual work plans to Terrie Iverson. She will review Business Services.
 - Tammy Burke will help Jessie Pate finalize the IDEA committee work plan
 - Jessie usually reviews all the plans who do not have supervisors. Bryon Steinwand will review the following for Jessie:
 - Diversity, Faculty Senate, Graduation, QWL, and Staff Senate
 - Jessie will send out reminder emails the week of May 20, and June 3 and Sandy will send the reminder on June 10 to the plan developers who have not submitted their plans. Bryon will run a contact report each time.
 - Ann Willcockson will complete up the Wellness and Counseling plan.
 - IDEA will review the work plans in July or August.

- Review the work plan guide and calendar.

Program Review Update (SB)

- Non-Academic Program Review
 - New process approved
 - Three-year rotation, deadlines, and time frame were included in the email. (See email)
- Academic Program Review
 - Faculty did not feel involved in the process and did not understand the process thoroughly.
 - Program review should be faculty driven for the curriculum.
 - Executive Committee of Faculty Senate (ECOS) proposed a by-law change to Faculty Senate. (In file)
 - First review completed.
 - Second review in the fall and a vote by October 1.
 - Committee formed to recommend changes based on program review

Debrief Listening and Develop Plan

- There were common emerging comments in all three sessions.
- IDEA will start to develop a recommendation for each statement from the feedback.
 - See John Hartman's written feedback
- Individually gather the common emerging themes for discussion at the next meeting.
- In the fall, IDEA and/or a committee will present the vision, mission to the campus.
- A new Strategic Planning Committee will develop the new strategic plan using the core values feedback as the pillars.

The next meeting is June 8 at noon instead of June 15. Jessie will likely be out of the office in June. Sandy will chair the meetings.