

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON SEPTEMBER 21 & 28, 2021, AT 12 P.M.
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 Education Center
- **Michelle Werle**, Associated Students of Helena College President
- **Terrie Iverson**, Consultant
- **Phillip Sawatzki**, Faculty Senate Representative
- **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

- August Minutes (In IDEA Team files)
- IDEA Committee Annual Work Plan (In IDEA Team files)
- Vision, Mission, GP Feedback (In IDEA Team files - has been updated since last shared)
- Watch Vision, Mission, GP Forum (In HC Main Channel posts)
- Helena College Brand Identity and Voice (In IDEA Team files)

AGENDA

Minutes:

- Tammy moved to approve the August minutes. Phillip seconded the motion. Minutes approved.

NWCCU Update (SB)

- Trainings went well on assessment and program reviews.
 - Face-to-face meetings are scheduled with all the faculty.
 - The Assessment team will continue to work on the data base recommendations.
- Sandy met with the non-academic group who are scheduled for review.

Annual Work Plans (JP)

- Plans are due for supervisor review by September 24, 2021 and the supervisor review should be complete by October 1, 2021.
- Committee Review 10/6 to 10/20/2021.
 - Terrie and Sandy will not review plans.
 - The plans can be downloaded from the database.
 - Jessie will send out the excel sheet assigning the plans to each group.

- The Qualtrics survey will be included.
 - Bryon will work on adding the review and feedback to the database in the future.
- IDEA Committee Annual Work Plan
 - Perfect goals for this year's NWCCU requirements.
 - It will be submitted Friday.

Mission, Vision, & Core Values (JP)

Summary: Jessie will send out a survey on October 4, 2021 asking the campus to vote by October 8, 2021 on the following:

- Two mission statements.
- Two vision statements.
- Yes or No to the four pillars.
- A question asking if the individual wants to participate in the strategic process.
 - If the individual agrees, request a ranking of the guiding principles to assign the individual to a work group.
 - Discuss data at the next meeting on October 19th.
 - Recommend a leader for each pillar.

Mission Discussion

DI committee suggestion: Change the word path to paths.

Tammy moved to change the word *path* to *paths*. Bryon seconded the motion. Approved.

Decided: Two mission statements to be voted on by campus:

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their educational and career goals.

Helena College supports our diverse community by providing the paths and tools necessary to assist learners in achieving their individual educational and career goals.

Vision: Two options for the campus vote:

DI committee suggestion: Change the word inclusive to equitable. IDEA approved the change.

Helena College aspires to transform our students' lives through impactful, affordable, lifelong education that is responsive to the needs of our community in ways that are enriching, collaborative, and equitable.

Helena College aspires to empower our students through impactful, affordable, lifelong education that is responsive to the needs of our community in ways that are enriching, collaborative, and equitable.

Guiding Principles Conversation & Dialogue

DECISION: The Strategic Planning committee will be made up of four experts assigned to a pillar and will lead a work group of no more than 15 per group.

The Strategic Planning Committee will 1) decide whether to add a definition/explanation of each pillar, 2) strengthen the bullets under the pillar, and 3) add one or two measurable target for each pillar.

- **EFFECTIVENESS:** We maintain/advance/strengthen institutional effectiveness.
 - i. Maintain and systematically assess a strategic enrollment plan that supports the mission of the college
 - ii. Demonstrate that students have learned requisite knowledge and skills relevant to their educational goals
 - iii. Promote a culture of collaboration and communication that ensures the College meets its mission
 - iv. Utilize research and assessment data to make evidence-based decisions regarding curriculum, instruction, and programming
 - v. Devise and implement performance metrics for assessing institutional progress toward identified goals
 - vi. Targets for 2027
- **STEWARDSHIP:** We are good stewards of our resources.
 - i. Procure and allocate resources to support the mission of the college
 - ii. Support and encourage professional development in all employees
 - iii. Maintain a transparent process for resource prioritization and allocation
 - iv. Provide meaningful and rewarding career opportunities and a safe working environment for our employees
 - v. Partner with the Helena College Foundation and other organizations to provide support for our students and our operations
 - vi. (Environmental impact?)
 - vii. Targets for 2027
- **IMPACTFUL:** We provide impactful educational opportunities that support students and our community
 - i. Construct and maintain academic pathways that enable seamless career transition or postsecondary educational transfer
 - ii. Provide relevant and enriching academic programs that address the evolving job market and changing landscape of our diverse communities/students/learners...? Or, just for our students?
 - iii. Provide work-based learning and other real-world educational experiences
 - iv. Evaluate and respond to ongoing and emerging community educational and workforce needs
 - v. Partner with k12 to provide quality dual enrollment and early college opportunities for high school students
 - vi. Promote & facilitate critical thinking, inquiry, and problem solving.
 - vii. Targets for 2027
- **EQUITY:** We focus on providing an equitable environment
 - i. Provide educational access and support for our diverse student population
 - ii. Utilize instructional delivery methods that provide access to a wide audience
 - iii. Deliver professional development and other trainings to support the increased cultural competency of students and employees (want to speak to ALL PD and training, not just for the purpose of increased cultural competency, may move this sub-point to a different guiding principle)
 - iv. Foster collaborative partnerships with business, industry, and the broader community
 - v. Ensure hiring practices and student recruitment promote equity and inclusion
 - vi. Maintain policies and procedures to provide a school and work learning and working environment that is safe and free from harassment
 - vii. Pedagogical commitment to ...
 - viii. Promote meaningful interactions between students from different cultures and backgrounds.

ix. Targets for 2027