INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION

VIRTUAL MEETING ON NOVEMBER 30, 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
- **Tricia Fiscus**, Assistant Dean of Administrative Affairs
- **Ryan Loomis,** Director of Community Engagement
- **Phillip Sawatzki,** Faculty Senate President
- **Bryon Steinwand,** Faculty Representative
- **Michelle Werle,** Associated Students of Helena College President
- **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/SUPPLEMENTS

- October Minutes (In IDEA Team files – General)
- AY 2021-22 Initial Plan Report (In IDEA Team files – General)
- Academic Program Review Process 2022-2026 v2 (In IDEA Team files – General)
- Non-Academic Program Review Process 2022-2024 v2 (In IDEA Team files – General)
- Benchmarking files:
    - 2020 Data Feedback Report (In IDEA Team files – Benchmarking folder)
    - Benchmarking Introduction (In IDEA Team files - Benchmarking folder)
    - CCSSE_2019_ExecutiveSummary (In IDEA Team files - Benchmarking folder)
    - SENSE_2019_ExecutiveSummary (In IDEA Team files - Benchmarking folder)

AGENDA

Approve October Minutes

- Phil Sawatzki motioned to approve the minutes and Marika seconded the motion. The minutes were approved unanimously.

Accreditation Update (SB)

- Ad Hoc report due March 1, 2022.
- Sandy met with all but one full-time faculty and will be able to provide evidence that the college is using assessment results to improve student learning.
- Spring 23 is the year six evaluation. Administrative capabilities will be evaluated.
    - Policy, regulations, and financial review.
- Dr. Pamela Goad, HC's accreditation liaison, is leaving NWCCU.

Strategic Planning Update (JP)

- Steering Team
    - Jessie Pate - Effectiveness
    - Stephanie Hunthausen – Impact
    - Kim Feig – Equity (Emily Schuff declined the Steering Team but will participate)
    - Cari Schwen - Stewardship
- Sandy and Jessie will provide training and information for each group.
- Mid-march is the target for the results of the discussions.
- The new mission, vision, and strategic plan will be submitted to OCHE soon. Sandy will inquire about the procedure and timeline.

Annual Work Plans Initial Report (JP)

- The report shows overall alignment of action items to strategic goals objectives. Also shows results of IDEA Committee review of plans. Overall quality of plans has improved each year. New this year is the inclusion of good examples of action items and indicators.
- Cabinet set the priorities for AY22 based on last year's final report.
- If the review recommends changes, is it necessary to track if the changes are being made?
    - No, supervisors should be working with their unit to improve their work plan based on the recommendations.
- Is there a way to show improvements over time?
    - Jessie will look at the data and create a comparison.
- Some work plans are not completed at the end of the cycle. How does IDEA wants to handle the plans that have goals that are "deferred, ongoing, or not completed"

Program Review: IDEA Committee Role (JP, BS)

Questions for discussion:
What does IDEA take away from the Program Review?
How do we make sure requested resources are followed up on?

- After an academic program review, the academic program review committee will recommend if the program continues, continue with modification or discontinue, then the recommendation is presented to the Cabinet to decide. Proposed structure:
    - If the Cabinet agrees with the recommendation, the decision is final.
    - If the Cabinet disagrees with the committee then:
        - The Cabinet will provide the process or rationale behind the decision.
        - The decision is then final.
    - If the decision is to continue with modifications, or discontinue the programs:
        - Tasks to complete the steps will be assigned to the responsible party.
            - Modification tasks
            - Discontinuation – moratorium and termination submissions to OCHE.
    - Document the final Cabinet decision in the database and use the data for the required OCHE report after an Academic Program review is completed.
            - Document the recommendations and request for resources. (hiring, equipment, etc.)
            - Assign the responsible party.

- Tie the program review and annual work plans to one another.

Identify the Peer/Aspirant Institutions for Benchmarking (JP, SB)

- Three NWCCU standards are tied to benchmarking to peer/aspirant institutions.
- Benchmarking will help Strategic Planning groups.
- A peer is an institution similar to HC.
- An aspirational institution reflects the characteristics HC desires to attain or work towards.

Criteria to identify the peer/aspirant institutions:

- Determine how many institutions we need.
- Decide how we determine what a peer institution is:
  - Size of institution.
  - Similar mission and vision.
  - Region.
  - Two-year or four-year institution.
  - Demographics
  - Programs
- Determine indicators for student success/achievement.
- Can use CSSEE and SENSE cohorts for student engagements comparisons.
- IPEDs with custom cohort have been used in the past.
- Two suggestions:
  - Peer: Walla Walla may be a good peer.
  - Aspiration: Whatcome Community College and Big Bend Community College

Next meeting December 21, 2021, via Teams

- Define and choose the institutional characteristics for benchmarking
- Are the custom group on page 2 appropriate?
- Provide names of a peer and aspirant college to Jessie Pate and provide a link.