

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS AND ACCREDITATION
VIRTUAL MEETING ON DECEMBER 20, 2021, AT 1:00 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

- November Minutes (In IDEA Team files – General)
- *AY 2021-22 AWP Initial Report - Cumulative (In IDEA Team files – General)*
- Non-Academic Program Review Process 2021-2024 draft 3 (In IDEA Team files – General)
- Benchmarking files:
 - Peer Institutions Brainstorm (*New* - IDEA team files – General)
 - 2020 Data Feedback Report (IDEA Team files – Benchmarking folder)
 - Benchmarking Introduction (IDEA Team files - Benchmarking folder)
 - CCSSE_2019_ExecutiveSummary (IDEA Team files - Benchmarking folder)
 - SENSE_2019_ExecutiveSummary (IDEA Team files - Benchmarking folder)

AGENDA

1. Bryon Steinwand moved to approve the minutes from 11/30/2021. Tricia Fiscus seconded the motion. The minutes were approved unanimously.
2. **Accreditation Update (SB)**
 - a. Sandy Bauman was selected to be a *Year Six* NWCCU evaluator. Year Six focuses on an institution's finances, policy, and other administrative topics. HC's Year Six review is spring 2023.
 - b. Sandy is completing the Ad Hoc report due Spring 2022.
3. **Program Review: Proposed Updates (JP)**
 - a. **Non-Academic Program Review (NAPR) Recommendation Version III:**
 - i. Each director will review two proposals and in turn, each proposal will be reviewed twice.
 - ii. The review authors will have a month to implement or incorporate the feedback, creating the pre-final draft.

- iii. The IDEA committee will take a month to review the pre-final draft and provide final recommendations by March 4, 2022.
- iv. The Cabinet will read all program reviews and will invite the review authors to come to a meeting to discuss the recommendations, resource requests, next steps, action strategy, and assign the tasks to a department to implement. Annual work plans will incorporate the program review recommendations.
- v. Jessie, Tricia, and Stephanie will meet with Sandy to discuss how to link the program review recommendations to the budget.

MOTION: Bryon Steinwand motioned to approve the non-academic revision III program review guidelines. Phillip Sawatzki seconded that motion. The motion was approved unanimously.

b. Academic Program Review (APR) Determination and Recommendations

- i. There is a BOR requirement that the result of a program review includes the institution's determination if the program is going to continue, continue with modifications, or be discontinued, plus the rationale behind the determination.
- ii. Process:
 1. The faculty writes the program review report and makes recommendations.
 2. The APRC reviews, makes a preliminary determination with supporting rationale, and provides feedback.
 3. May 1 to Sept 1 IDEA and Cabinet review the APRC recommendations.
 4. The Cabinet also reviews the determination and rationale from the APRC and either approves or makes a different determination.
- iii. APR Template will be used to build the APR in the assessment database. Updates to make:
 1. Section 5: Recommendations
 - a. Add a rationale box after the recommendation box.
 - b. Add a box to identify primary responsible party (department, committee, etc.) and an individual (optional).
 - c. In the strategy prompt, explain the strategy will be finalized in collaboration with Cabinet and the faculty writing the program review.
 2. Plan to create a similar template and process for the Non-academic Program Review recommendations.
 3. Add Section 8: Final determination.
 4. Box on every section for IDEA Committee feedback.

ACTION: Jessie Pate will update the template and distribute it for review. The final template will be added to the next ECOS agenda for approval and recommendation. ECOS will determine if the Faculty Senate needs to be informed of the changes.

4. Strategic Planning Update

- a. The Impact guiding principle pillar is a large topic.
 - i. Suggestion: Add a fifth guiding principle of Community or divide the Impact pillar into two sections; *Community Impact and Educational Impact*. IDEA recommended the second suggestion.
 1. Jessie will talk to the Strategic Planning Steering Team about the suggestion.
 2. The work groups will define characteristics under each section.
- b. Strategic Goals/Targets and Key Performance Indicators.

- ii. The work groups determine a limited number of strategic goals for each pillar and identify a set of key performance indicators. Ex: student success, budgets, retention, etc.
 - i. IDEA will choose peer and aspirant institutions to benchmark KPIs and provide context for setting targets.
5. In January 2022, IDEA will begin to meet on the second and fourth Mondays. The next meeting is Monday, January 10, 2021, via Teams.