

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON MAY 9, 2022, 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
- **Ryan Loomis**, Director of Community Engagement
- **Phillip Sawatzki**, Faculty Senate President
- **Bryon Steinwand**, Faculty Representative
- **ASHC President**, Vacant
- **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 supports 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 (IN IDEA TEAM FILES – GENERAL)

- APR IDEA Review 2022
- Helena College Strategic Plan 2022-2027 (in Strategic Planning folder)
- KPIs and Targets (in the Strategic Planning folder)

AGENDA

The approval of the April 18 minutes was tabled until the next meeting.

1. Committee Member Update

- a. Tammy Burke's last day is June 3. Tricia Fiscus will take her place.
- b. Julie Adams will remain through July and then will be replaced by Anna Ebert.
- c. The new ASHC president will replace Michelle Werle.
- d. Paul Nicholson will replace Phil Sawatzki.

2. Summer Priorities

- a. Academic Program Reviews: IDEA Committee review May 9 – June 3
 - i. Two teams are assigned to review the metals and nursing program reviews by June 3.
 - ii. In the future, Jessie would like to move the Academic review earlier and rearrange the order.
 1. Academic plans are developed from October 1 to April 1, instead of [REDACTED].
 2. The plan is submitted to IDEA for review before the APRC reviews the AWP instead of after.
 3. The Academic Program Review Committee gives feedback and proposes a future for the program with rationale.
 4. IDEA reviews the APRC feedback, then submits the AWP to the Cabinet.
 - iii. IDEA is going to survey academic and non-academic authors to evaluate the process and problems.
- b. Annual Work Plans: Final plans are due June 24 and the supervisor review is due July 1.

- i. Summer timeline:
 - 1. Three teams of two will review the plans starting July 11 to July 30.
- ii. Bryon will make the following updates to the database in July:
 - 1. Align **work** to defining characteristics.
 - 2. Change access to allow the reviewer to complete the review in the database.
 - 3. Incorporate the recommendations from the program reviews within reason.
 - 4. Navigation changes for ease.
 - 5. AY 2022-23 timeline.
- c. Strategic Planning
 - i. Wrap up the previous strategic plan.
 - ii. Finalize KPIs
 - iii. After KPIs are finalized, Jessie Pate will produce a full, multi-page plan and a two-page quick reference-type version.

3. Other Summer/2022-23 Goals

- a. Discuss and decide on peer/aspirant institutions for benchmarking.
- b. Complete the review of the AWP continuing goal sequences to see if they were completed or dropped.
- c. Create a plan and strategies to follow up on the goals.
- d. Prepare for the Accreditation Year 6 evaluation. The date of the evaluation is before the BOR meeting on March 8 to 10, 2023.
- e. Each area will be instructed to update/write mission statements aligning with the new HC mission.
 - i. Ryan Loomis, CEC, may be able to provide a mission statement writing workshop.

4. Meeting Schedule for summer.

- a. Determine the targets for dual enrollment and graduation rates
- b. Set metrics and targets within each defining characteristic.
- c. Divide the discussions by pillars. Assign a pillar per meeting except for Integrity which will take two meetings. Finish by the end of July.
- d. IDEA is going to meet bi-monthly starting on Friday, May 27 at 9 a.m.
- e. Determination: Look at the trends and averages for 3 years and 5 years, but not the 10-year trends/averages.
 - i. COVID will skew with the numbers. Use 3 and 5-year trends and averages to compare in light of COVID.
 - ii. 5-year data is historic.
 - iii. 3-year is disruption.
 - iv. Compare to other schools and IPED cohorts.
 - v. Look at the baselines and targets for core indicators from the previous plan.
- f. Schedule
 - i. Review Nursing and Metal Academic Programs between May 9 to June 3.
 - ii. Effectiveness, 6 KPIs: May 27, 9 a.m. (Determine the numbers/metrics)
 - iii. Stewardship, 5 KPIs: June 10
 - iv. Impact KPIs 1-6: June 24
 - v. Impact KPIs 7-12: July 8
 - vi. Equity, 4 KPIs: July 22