DINSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON SEPTEMBER 9, 2022 AT 11:00 AM
MINUTES

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

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.

ATTENDEES:

- **Jessie Pate, (Chair),** Director of Institutional Research & Effectiveness
- **Marika Adamek**, Assistant Registrar
- **Anna Ebert,** Staff Senate representative
- **Stephanie Hunthausen**, Executive Director of Career Technical Education and Dual Enrollment
- ~~Ryan Loomis, Director of Community Education Center~~

- **Phillip Sawatzki,** Faculty Senate representative
- **Bryon Steinwand,** Faculty representative & Assessment Database Developer
- **Nick Worsley,** ASHC President
- ~~Sandy Bauman, Dean/CEO (Ex-Officio)~~
- **Paige A. Payne,** Recorder

PRIORITIES FOR AY2223

1. Finish Strategic Plan KPIs
2. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
3. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)
4. Benchmarking – identify peer institutions and metrics to disaggregate (NWCCU 1.D.3)

PRE-READS (IN IDEA TEAM FILES)

- General folder:
    - o 20220812 IDEA Minutes Approved
    - o AY2122 Final Annual Work Plan report DRAFT
    - o AY2223 Annual Work Plan List
- Strategic Planning 2022-2027 folder:
    - o IDEA Strategic Plan To Do Summer 2022
    - o KPI Data

AGENDA

Approve August 12 Minutes

1. Phillip Sawatzki moved to approve the minutes as amended. Stephanie Hunthausen seconded the motion. Minutes approved. (Edit the word "Agenda" to "Minutes")

Annual Work Plans

1. AY2122 Final Annual Work Plans Review

a. The IDEA review is complete. There is a draft of the report that will go out to the campus. The report is a summary of the review and explanation of IDEA's processes.
    i. The program reviews are improving and the quality is going up.
    ii. Is it beneficial to review past annual plans to refer to program reviews' successes and failures to help future planning?
        1. 3- and 5-year program reviews include both a historical summary of work plans and a reflection of successes and challenges during the review period.
        2. Consider adding suggestion to look at past years' plans while developing current year's plan.
        3. Future improvement: Add a search feature in the database for keywords to help developers find relevant past information.
    iii. Ask developers to define acronyms and industry-specific jargon the first time they use it.
    iv. Consider new training structure for 2023-24: pre-recorded training about using/navigation the database and interactive workshop on writing academic goals with definitive outcomes.
    v. Many of the plans had incomplete budget analysis.
        1. In the past, the IR provided the budget index, amount approved, mid-year balance, final year expenses, and calculated percentage over/under.
        2. Discussion
            a. Many areas feel disconnected from the current budget process.
            b. Consider adding the section back in to encourage ownership.
        3. **Decision:** Remove the budget narrative this year and take the issue of area involvement in budget planning to the BMT.
b. Jessie is wrapping up the old strategic plan and will develop a cumulative report of annual work plan activity from AY1819 to AY2122.

2. **AY2223 Plans are Open**
    a. Supervisor review starts 9/16 is due 9/23.
    b. IDEA review starts 10/3 to 10/21.
    c. The survey form will be updated. The reviewers will look at the narrative, evaluate how well the action items align to the selected guiding principles and defining characteristics, and how specific and aligned the indicators are written to measure success.

Strategic Plan KPIs
    a. *IM-1b: Early College target.*
        i. Proposal: Target of 3% growth over a rolling 3-year average.
            1. K-12 Partnerships would like to add the KPI to collect the data on early enrollment. K-12 feels the goal is attainable.
            2. **Approved.** Moved by Bryon Steinwand and seconded by Phillip Sawatzki.

b. *IM-11, IM-12, IM-13. Assessment of and Responsiveness to Workforce Needs*
   i. Proposal: Postpone setting metrics/targets.
   ii. Larger conversation with CTE/DE Director and CEC Director to help determine value and means of tracking this.
       1. IDEA is not sure how to assess workforce needs and if employers are satisfied.
   iii. Typically, a consultant is hired to access the impact and it is costly. In the past, advisory committees provided the data. Bryon feels that this is an important part of HC's mission, but does not have an answer to obtain a comprehensive metric from the community.
   iv. In the next five years, add a strategic goal to the strategic plan to measure Helena's workforce needs.
       1. The Perkins grant assesses the need for what HC is able to offer but does not assess needs for what we don't offer.
       2. DLI has workforce data but top fields/jobs for our area often do not require an associate degree.
   v. **Tabled:** At the next meeting, decide whether to table or eliminate IM 11-13 because they are hard to measure and if they are eliminated, determine a replacement.

To be continued:
   c. IM-14, IM-13, IM-15, IM-17.
      vi. Proposal: Discuss with strategic goal IM-1 regarding community engagement
   d. EQ-2. Disaggregated employee data
      vii. Proposal: Discuss after all employees have taken equity training
3. Next meeting:
   a. October 14 at 11 a.m. in Teams