

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON AUGUST 4, 2023
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
- ~~**Ryan Early**, ASHC President~~
- **Stephanie Hunthausen**, Executive Director of Career Technical Education & Dual Enrollment
- **Ryan Loomis**, Director of Community Education & SBDC
- **Atalyssa Neace**, Staff Senate representative
- **Phillip Sawatzki**, Faculty Senate representative
- ~~**Bryon Steinwand**, Faculty representative & Assessment Database Developer~~
- ~~**Sandy Bauman**, Dean/CEO (Ex-Officio)~~
- **Paige A. Payne**, Recorder

PRIORITIES FOR AY2324

1. Prepare for Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish strategic goal IM-1 (Demonstrate campus-wide engagement with our community)
4. Establish strategic goal EQ-1 (Disaggregate data; NWCCU 1.D.2, 1.D.3: race/ethnicity, gender, age, socioeconomic status, first gen, any others)

PRE-READS/SUPPORTING DOCUMENTS (IN IDEA TEAM FILES)

- 20230719 IDEA Minutes
- Work Plans
 - Goal Writing Workshop fall 2023
 - AWP Goal Field Length Stats
 - [Annual Work Plan AY 2022-23 Dashboard](#)
- Accreditation Review Activity:
 - Accreditation Workshop Evaluation
 - Faculty Workshop 1D1 to 1D4 and 1A1
 - Director and Staff Workshop 1D1 to 1D4 and 1A1 Summary
 - Accreditation Standards Scoring

AGENDA

1. Approve July 19, 2023, Minutes

- a. Atalyssa Neace moved to approve the minutes. Stephanie Hunthausen seconded the motion. Approved.
 - b.
- 2. Committee Rush**
- a. IDEA will have a table at the committee rush. It is a chance to share what IDEA does and gauge interest from potential new members.
 - i. The rush is on Wednesday and Thursday, August 23 and 24, from 2 to 4 p.m. in the DON Student Center. On Thursday, there is a conflict with the annual plan workshop at 3:30 p.m.
 - ii. Phil Sawatzki will cover Wednesday, 2 to 4 p.m. Stephanie will cover 2 to 3 p.m.
 - iii. Marika and Atalyssa will cover 2 to 3 p.m. on Thursday.
 - b. The committee discussed activities, swag, posters, and a drawing.
- 3. Annual Plan Workshop during ID Days 8/23/23**
- a. Interactive workshop to assist the developers how to write effective smart goals.
 - b. Anyone is welcome to assist during the workshop.
- 4. Accreditation Review Activity – Standard 1D and 1A**
- a. The group discussed Standard 1D and 1A.
- 5. Meeting Times for Fall 2023**
- a. TBD
- 6. Future Improvements to the Annual Plan Discussion:**
- a. Show the word count in the text fields.
 - b. Add a field where developers outline their professional development goals for the area.
 - c. Remove the ongoing goal status.
- 7. Next meeting: August 16, 2023, at 2:00 PM**