

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION
VIRTUAL MEETING ON AUGUST 16, 2023 AT 2:00 PM
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)

- 20230804 IDEA Minutes
- Work Plans
 - AWP Goal Field Length Stats
 - [Annual Work Plan AY 2022-23 Dashboard](#)
 - AY2223 AWP Final Report Draft (recommend opening in Word app, not browser)
- Accreditation Workshop Summary Tables August 2023

AGENDA

1. **Approve August 4, 2023 Minutes**
 - a. Marika Adamek motioned to approve the minutes and Ryan Loomis seconded the motion. Approved by chat.
2. **ID Days**
 - a. Discussed and finalized the committee rush schedule:

- i. Strategic Plan Posters
- ii. Guessing Game
- iii. Brain food (candy)

3. Annual Work Plans

- a. IDEA's review of final work plans.
 - i. Jessie will compile a final report that will combine the analysis of the work plan goals, how they align, and the IDEA Committee review of the work plans.
 - ii. IDEA reviewed the dashboard.
 - iii. Jessie would like to eliminate the ongoing status to clear up the confusion between ongoing, incomplete, and in progress.
 - 1. The group was concerned it would skew the results. If a small percentage is having an issue, it could be addressed by training the author and or the supervisor who signs off on the AWP.
 - 2. IDEA agreed to eliminate the ongoing status update of the training material and clarify supervisor expectations.
 - iv. Budget narratives were not strong across the board. IDEA will prompt developers to relate how their fiscal expenses strengthen or restrict their goals. The college is moving to improve the budget process which in turn will improve how budget narratives are reported in the future. The authors will have a better understanding of their budget and spending.
- b. **The Theme for 2023-24: Stewardship**
 - i. Showcase the commitment to stewardship in the MMM.
 - ii. Highlight examples of well-written stewardship goals throughout the year.
- c. **Proposed Changes for 2023-24**
 - i. Professional Development Prompt Approved:
"Under the Stewardship guiding principle of our strategic plan, we have both a defining characteristic (ST-4) and a strategic goal (ST-3) focused on professional development. In support of these parts of our plan, please identify your area's professional development and/or training needs and plans for this academic year."
 - ii. Character Limits/Word Count
 - 1. Approved: Goal components: 400 words per field is recommended.
 - a. Prompt: *Ask the author to be concise.* (or wording to that effect)
 - b. Plan details: All fields have a limit of 2000 characters. There is a warning message when the limit is filled. A character count is different than word count. Add the field and word limits to the instructions.
 - iii. Add a "Goal" field to each goal.
Approved Prompt: Briefly describe what you want to achieve this year and the desired impact.

4. The next meeting is September 6 at 2 p.m. unless there is a scheduling conflict.