

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON NOVEMBER 1, 2023, AT 1:00 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 Loomis**, Director of Community Education & SBDC
- **Atalyssa Neace**, Grant & Loan Officer, Staff Senate Representative
- **Kassandra Reddington**, Accessibility Services Coordinator/Advisor
- **Phillip Sawatzki**, Biological Sciences Instructor, Faculty Senate Representative
- **Bryon Steinwand**, IT & Programming Instructor, & Assessment Database Developer
- **Ashleigh Taylor**, ASHC President
- **Cody Torres**, Welding Instructor
- ~~**Sandy Bauman**, Dean/CEO (Ex-Officio)~~
- **Melanie Heinitz**, Executive Assistant & Office Manager, Recorder

PRIORITIES FOR AY2324

1. Prepare for Year 7 Accreditation report & visit
2. Finish Strategic Plan KPIs
3. Establish and support an ad hoc committee to administer the Campus Climate Survey
4. Contribute to the development of dashboards

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

- 20231018 IDEA Minutes

AGENDA

- 1) Approve Minutes from October 18, 2023
 - Bryon made a motion to accept the minutes as read, Kas seconded the motion. All in favor, none opposed, none abstained: motion carried.
- 2) Introduce new ASHC President - Ashleigh Taylor

3) Initial Annual Work Plan Report:

- This Year of Stewardship has had a 10% increase in goals including Stewardship.
- Review of Goals by Defining Characteristics between AY2023 and AY2024.
- The Qualtrics survey assisted with the review process; in addition, to smaller amounts of Work Plans per person to review individually.
- Jessie will post the research on the HC website and the Monday Morning Memo. Written update for the State of the College. She will have links to the Dashboard.
- Notifications have been sent out to individuals who have not completed their Work Plans.

4) Campus Climate Survey for Spring:

- Spring 2024 semester
- Two separate surveys – one for employees and one for students
- This survey is not costing Helena College as it is part of the UM system surveys
 - (1) Volunteers to work on the survey committee
 - (a) Volunteered: Kasandra and Ashleigh
 - (b) Check with the following individuals: Kim Feig, Bill Hallinan, Public Mental Health Club, a few students from TRIO, Nathan Munn, Emily Schuff, and Social Work instructions.

5) Community Engagement Strategic Goals and KPIs –

- What does community engagement look like will we know if this has been achieved?
- Events are an important way to interact with the community:
 - (1) Art Show Case
 - (2) ASHC Halloween and Christmas events
 - (3) Admissions Counselors
 - (4) Student organizations
 - (5) K-12 Partnerships
 - (6) Alumni Relations
- Challenges:
 - (7) Charges to rent facilities - Form
 - (8) Subcommittee to be responsible for the connection

- (9) How to track the individual's service: shadowing students, Bryant Elementary, Student Club, and their inactions with high school, and middle school students
- (10) Maintaining HC memberships on key Community boards
 - Program offering, Customized Training (business approach HC to do training – the development and presentation), Online certifications, Business training, and previous Thursdays at Helena College
 - Target ideas
 - (1) How to quantify a relationship
 - (2) Number of people vs number of events
 - (3) New focus on Community Engagement Center
 - (4) Service in the community – employees and students
 - (a) Aviation Club is mentoring Helena Middle School and Helena High students
- 6) Next meeting: Wednesday, November 15 (switch to first and third instead of every other?)
 - Moving to the first and third weeks for the meeting
 - Jessie will update the calendar invitation