

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON FEBRUARY 7, 2024, 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
- **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)

- 20240117 IDEA Minutes
- Helena College 2022-23 Mission Fulfillment Report
- 2022-23 IPEDS Peer Institution Update
- 2023 Data Feedback Report

AGENDA

1. **Approve January 17, 2024, minutes**
Bryon made a motion to accept the minutes as amended, and Marika seconded the motion. All in favor, none opposed, none abstained: motion carried.
Discussion on new members on the committee.
2. **Strategic Plan Posters**

Posters are posted throughout both campuses. There are not enough for every classroom.

3. Academic Program Review

a. Diesel and Auto – IDEA Review Feb 12 – 23

Additional week for the Diesel Review

b. A&B – Tentative Feb 12 - 23

4. Mission Fulfillment Report

We reported on our mission fulfillment, which is something one of the accreditation standards asked us to do. We have to decide how we determine and measure mission fulfillment and institutional effectiveness.

The target of 80% shows that we are making positive progress on our mission fulfillment. 70% of Work Plans fully meet the indicators of quality set by IDEA.

Stewardship Indicators need a report on the amount of money they set aside for each index for professional development. The money is earmarked by an activity code within the index.

Employees are recording Professional Development (PD) in Vector and reporting is 74%. PD experiences need to be shared, so others can benefit from the high cost of one conference. Sharing the PD experience is also part of the funding requirement.

Professional Development is hard to quantify as a Key Performance Indicator (KPI). Until it can be measured it is not valuable. Documentation of attending a conference or event could be simplified so a measurement could be taken. Suggestions will be shared with the PD committee.

5. Peer Update Report

This is a comparison of HC against other similar colleges. Employees were interested after the last State of the College presentation to know who our peers were. Peer colleges give a more accurate representation when we compare data.

6. Data Feedback Report

Review of enrollment retention, completion, and certificates awarded.

7. Next meeting: Wednesday, February 21, 2024