

INSTITUTIONAL DEVELOPMENT, EFFECTIVENESS, AND ACCREDITATION

MEETING ON FEBRUARY 21, 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 Campus Climate Survey
4. Contribute to the development of dashboards

AGENDA

1. Approve February 7, 2024, minutes

Bryon made a motion to accept the minutes as read, and Phil seconded the motion. All in favor, none opposed, none abstained: motion carried.

a. **Pre-read: 20240207 IDEA Minutes**

2. NWCCU Peer Evaluation Visit

a. **Supporting Documents:**

i. **Helena College Y7 EIE Report & Appendix,**

E stands for evaluation. Jessie reviewed and explained the reports and appendix.

ii. **NWCCU Roster Peer Evaluation Team – EIE S24**

Reviewed

iii. Year 7 Visit Planning 2024

- All information is added to the IDEA file on tabs. Introduction of NWCCU visitors and their assigned standards.
- Logistics of the meetings presented by Jessie.
- Proposal 2 below is the IDEA Committee's suggestion and 10:00-10:50 a.m. is preferred for Staff forum time.
- Jessie will put together a list of what the college employees could do to assist during the visit.
- Workroom examples of work done to prepare for the NWCCU Year 7 visit could be displayed on the walls. Jessie has these examples to post.

b. Proposed Open Forum Times

i. Criteria:

1. Faculty open forum must be held on the first day (Wednesday, April 10).
2. Student and staff open forums must be completed by noon on the second day (Thursday, April 11).
3. We cannot have all three back-to-back but could do two back-to-back.
4. The team tends to stay on one campus to minimize travel time.
5. The team requests a working lunch hour each day.

ii. Proposal 1

1. Faculty: Wednesday, 4/10, 1:30 – 2:20
2. Staff: Thursday, 4/11, 10:00 – 10:50
3. Students: Thursday, 4/11, 11:00 – 11:50 (pizza/lunch provided)

iii. Proposal 2

1. Students: Wednesday, 4/10, 1:30 – 2:20
2. Faculty: Wednesday, 4/10, 2:30 – 3:20
3. Staff: Thursday, 4/11, 10:00 – 10:50 or 11:00 – 11:50

3. Final Mission Fulfillment Report

a. **Supporting Document:** Helena College 2022-23 Mission Fulfillment Report

Jessie reviewed and discussion occurred on the actual vs meaningful threshold system of scoring. Three quantitative targets presented.

4. Next meeting: Wednesday, March 6, 2024