

## Policy Manual



<b>Title:</b> Planning and Accountability	<b>Number:</b> 6Hx2-2.16
<b>Legal Authority:</b> <i>Fla. Statutes 1008.45</i> <i>Fla. St. Bd. of Ed. Admin. Rules 6A-14.0247; 6A-14.060</i>	<b>Page:</b> 1 of 2

The College shall establish a systematic approach for continuous improvement through assessment of the quality, efficiency, and effectiveness of the services and academic programming it provides.. The President or his/her designee shall implement procedures to respond to the requirements of Florida Statutes, the Principles of Accreditation: Foundations for Quality Enhancement of the Southern Association of Colleges and Schools Commission on Colleges, and the Florida State Board of Education Administrative Rules as set forth below.

Florida Statutes, Chapter 1008.45. The President shall develop and implement a plan to improve and evaluate the instructional and administrative efficiency and effectiveness of the College. This plan must address the following issues:

1. Graduation rates of Associate of Arts and Associate of Science students compared to first-time enrolled students seeking the associate degree.
2. Minority student enrollment and retention rates.
3. Student performance, including student performance in college-level academic skills, mean grade point averages for Associate of Arts transfer students, and student performance on state licensure examinations.
4. Job placement rates of career and technical education and baccalaureate students.
5. Student progression by admission status and program.
6. Career accountability standards identified in Florida Statutes, Chapter 1008.42.
7. Institutional assessment efforts related to the requirements of the Southern Association of Colleges and Schools Commission on Colleges.
8. Other measures as identified by the Postsecondary Education Planning Commission and approved by the State Board of Education.

The annual evaluation of the President shall address the achievement of the performance goals established in the College’s strategic plan and its accountability process.

The 2018 Principles of Accreditation as per the College’s regional accrediting body: The Southern Association of Colleges and Schools Commission on Colleges, Section 7: Institutional Planning and Effectiveness states:

“The institution engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (a) focus on institutional quality and effectiveness and (b) incorporate a systematic review of institutional goals and outcomes consistent with its mission.”

<b>History:</b> <i>Issued on March 19, 1991; revised, re-numbered, and re-titled on April 16, 1997; reformatted October 4, 2013, revised October 22, 2019</i>
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<b>Approved by the Board of Trustees</b>	<b>Date</b> 10/22/2019	<b>President’s Signature</b> 	<b>Date</b> 10/22/2019
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The College will “demonstrate a commitment to principles of continuous improvement based on a systematic and documented process of assessing institutional performance with respect to mission in all aspects of the institution. An institutional planning and effectiveness process involves, all programs, services, and constituencies; is linked to the decision-making process at all levels; and provides a sound basis for budgetary decisions and resource allocations.”

Florida State Board of Education Administrative Rules 6A-14.060. The College shall:

1. Adopt and follow a periodic needs assessment process to determine the educational services needed within the district.
2. Provide a system to enable its students to set educational goals for themselves and to use its services to attain the goals.
3. Establish a process to select and retain employees who are successful in helping the College accomplish its purpose.
4. Provide equal access to and equal opportunity in employment, programs, and services without regard to race, color, age, national origin, religion, gender, marital status, or disability.
5. Develop a comprehensive, long-range program plan, including program and service priorities.
6. Establish adequate and sound control of expenditures, efficient operations including energy conservation, and a budget process producing the greatest benefits to the service area.
7. Differentiate between the policy making responsibility of the board of trustees and the management responsibility of the president.

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