

Procedure Manual



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INSTITUTIONAL EFFECTIVENESS PLANNING

All College administrators are responsible for the implementation and execution of institutional effectiveness plans for the organizational departments and/or programs for which they are assigned administrative responsibility. Institutional effectiveness plans must be developed in accordance with the guidelines presented in the Institutional Effectiveness Guide for Planning and Assessment. This college planning document is published by the collegewide Institutional Effectiveness Committee and approved for use by the President's staff. The Guide shall be distributed to all college administrators by the Office of Research and Planning.

The Institutional Effectiveness Guide for Planning and Assessment describes a planning process that comprises five components for each unit (i.e., department or program):

- Statement of Purpose
- Expected Results
- Assessment Criteria and Procedures
- Assessment Results
- Use of Results/Resource Allocations

Each unit will be responsible for ensuring that assessment activities, including data collection and analysis, are carried out in accordance with the assessment criteria and procedures stated in the unit plan. The Office of Research and Planning shall provide technical assistance, if necessary, for statistical processing of data. All administrators will ensure that assessment results are utilized to improve and /or maintain unit effectiveness. Expected results should be revised as needed to ensure continuous quality improvement for all units.

All effectiveness plans must be compiled annually by each member of the President's Staff. The reports are due on June 30th of each year, and shall reflect the effectiveness results for the previous year. Assessment cycles are to be determined by each administrator for their respective units, although all assessments should occur at least every two years. Where appropriate, assessments should occur on an annual basis.

The annual effectiveness reports shall be submitted to the Director of Research and Planning. The Director of Research and Planning shall advise the President on the status of all reports.

Recommending Officer's Signature: <i>Linda Howdyshell</i>	Date: 10/4/2013	President's Signature: <i>J. David Anthony Jr.</i>	Date: 10/4/2013
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