

Procedure Manual



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INSTITUTIONAL EFFECTIVENESS & PLANNING

All College administrators are responsible for the implementation and execution of Institutional Effectiveness Assessment Plans for the organizational departments, programs, and/or initiatives for which they are assigned administrative responsibility. Institutional Effectiveness plans should be developed in accordance with the guidelines presented in the Institutional Effectiveness Guide for Outcomes Assessment. This college planning document is published and distributed to all college administrators by the Office of Institutional Planning & Effectiveness.

The Institutional Effectiveness Guide for Outcomes Assessment describes a planning process that is comprised of six components for each unit (i.e., department or program):

- Mission or Purpose Statement
- Expected Outcomes
- Assessment Measures and Criteria
- Assessment Findings
- Improvement Action Plan
- Use of Results for Improvement

Each unit will be responsible for ensuring that assessment activities, including data collection and analysis, are carried out in accordance with the assessment measures and criteria stated in the unit plan. The Office of Institutional Planning & Effectiveness provides consultation and technical assistance on an ongoing basis. The Office of Institutional Research provides assistance with statistical processing of data, if necessary. All administrators shall ensure that assessment results are utilized to improve and/or maintain unit effectiveness. Expected outcomes should be revised as needed to sustain a focus on continuous quality improvement for all units. Individual administrators are responsible for submitting reports annually to the Office of Institutional Planning and Effectiveness and discussing the full report of findings and action plans with their direct supervisor.

An annual report of Institutional Effectiveness Outcomes Assessment will be provided to the President's Leadership team by the Office of Institutional Planning & Effectiveness.

Recommending Officer's Signature 	Date: 4/27/2021	President's Signature 	Date: 4/27/2021
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