A Proposal to Establish an Institutional Effectiveness Committee, A Standing Committee of College Council

September 30, 2019

Alignment with mission, goals, and values

The proposed Institutional Effectiveness Committee is a formalization of the Process Assessment Committee, which was established as the President’s Planning Task Force in fall 2008 in response to recommendations from the accrediting commission. The task force came to be referred to as the Process Assessment Committee because most of the initial work was the assessment of planning processes as called for in accreditation Standard I.B. As the committee continued, additional tasks fell within its purview, notably evaluating the propriety of the Strategic Plan annual assessment and the efficacy of the accreditation process.

Such work is consistent with the College’s mission to be a college where “…successful learning and achievement are…continually assessed.” The committee also aligns with Strategic Plan goals six—to “use…resources responsibly, effectively, efficiently…using established planning processes”—and seven—to “strengthen institutional effectiveness through…continual assessment.” One of the College’s Value Statements is Stewardship, stating that we value “…shared governance to…maximize institutional effectiveness and efficiency.”

Effect on the College as a whole

Because the work of the Institutional Effectiveness Committee is to assess collegewide planning processes, as well as the accreditation process, and to evaluate the decision-making processes and planning tools, the committee will have opportunity to touch upon all college constituents.

Proposed name

The committee will be known as the Institutional Effectiveness Committee, foregoing the former Process Assessment Committee name as the scope of the committee will broaden beyond the assessment of planning processes. This name is also more in line with what occurs with similar committees at other community colleges.

Purpose of the committee

The committee will have five major areas of focus:

- To assess the alignment of college plans with accreditation standards and the mission of the College, including review of the mission statement.
• To evaluate institutional decision-making processes as codified in the Planning and Decision-Making Handbook.
• To evaluate the progress of the Strategic Plan objectives and action plans and advise College Council of gaps or differences.
• To assess the planning processes of all the College’s major plans, including the Strategic Plan, the Educational Master Plan, the Facilities Master Plan, the Technology Plan, the Safety and Security Plan, budget planning, and Program and Services Review.
• To evaluate, analyze, and recommend priorities for the Strategic Plan based on such planning tools as the Environmental Scan, annual Strategic Plan assessment, institutional surveys, gap analyses, and PIO prioritization.

Lifespan

The committee will be an ongoing, standing committee.

Membership

The committee will mirror the composition of College Council, with representation from faculty, students, classified staff, and students. The committee will be co-chaired by a faculty member and the Executive Dean of Research and Planning (as a non-voting member). The faculty co-chair of College Council and the Faculty Senate President will be automatic, voting members. The number of additional members will be determined by College Council and will reflect the distribution of membership of College Council.

Proposed membership distribution:

Administrators (3; any ET staff are non-voting members)
Faculty (4, one of whom will serve as co-chair, two of which are College Council co-chair and Faculty Senate president)
Classified/confidentials (2)
Students (1)
Research and planning dean will serve as a non-voting co-chair

Meetings

The meetings will be on the third Monday of the month from 3:00pm-4:00pm, unless that meeting conflicts with a regularly scheduled College Council meeting.