

Appendix H

Institutional Effectiveness Committee

Charge

To provide oversight to the college processes that develop and maintain sustainable continuous quality improvement in the areas of planning, outcomes assessment, program review, and accreditation. More specifically, the purpose of the Institutional Effectiveness Committee is to

- foster the collaboration of faculty, staff, and administration around institutional effectiveness initiatives.
- set and review the processes by which operational units in instruction, student services, and administrative services participate in annual integrated planning that supports the college's mission and institutional priorities, that uses the results of program review and outcome assessment, and that leads to resource allocation.
- develop documents and a schedule for annual integrated planning.
- identify evaluative approaches that yield results useful in institutional planning, resource allocation, and renewal.
- develop and implement regular evaluations of institutional planning, outcomes assessment, and program review and communicate results to internal and external constituents.
- provide oversight of the Outcomes Assessment Committee to ensure that assessment is ongoing, systematic, and used to assess and improve student learning and achievement.
- provide oversight of the Program Review Committee to ensure that program review is ongoing, systematic, and used to assess and improve student learning and achievement.

Committee Membership

- Vice President, Instruction (administration) – chair
- College President (administration)
- Vice President, Finance and Administrative Services (administration)
- Vice President, Student Services (administration)
- College Institutional Researcher (administration)
- Academic Senate President (faculty)
- Faculty Flex Coordinator (faculty)
- Program Review Coordinator (faculty)
- Student Learning Outcomes Coordinator (faculty)
- Faculty representative from the Student Success and Support Council (faculty)
- Curriculum Instruction Council Chair (1)
- Classified representatives from instruction and from student services (2)

- Student representative (1)

Evaluation and Assessment

- Annual self-evaluation of the committee's planning goals, together with self-evaluations from the Outcomes Assessment Committee and the Program Review Committee, self-scored with a rubric.
- Biannual satisfaction survey of the college community covering mission, strategic plans, annual integrated planning, outcomes assessment, and program review.

Appendix J

Outcomes Assessment Committee

Charge

To provide oversight for the College's outcome assessment processes and documents in order to improve student learning and achievement. More specifically, the purpose of the Outcomes Assessment Committee is to

- ensure that outcomes assessment is ongoing, systematic, and used to assess and improve student learning and achievement
- promote ongoing, pervasive, and robust dialogue about student learning
- ensure the ongoing evaluation and fine-tuning of organizational structures to support student learning
- maintain student learning improvement as a visible priority in all practices and structures across the College
- ensure that student learning and administrative unit outcomes are specifically linked to program reviews

Composition

- Student Learning Outcomes Coordinator (faculty) - chair
- Administrative representatives (2)
- Faculty representatives (6)
- Classified representatives (2)
- Student Representative (1)

At least one representative, from any group, should be from a campus other than the main campus

Evaluation and Assessment

- Annual self-evaluation of the committee's goals, scored with a rubric by the Institutional Effectiveness Committee
- Annual satisfaction survey of the college community through the Strategic Planning Survey

Appendix K

Program Review Committee

Charge

To provide oversight for the College's program review processes and documents in order to improve student learning and achievement. More specifically, the purpose of the Program Review Committee is to

- ensure that program review processes are ongoing, systematic, and used to assess and improve student learning and achievement
- oversee the review and refinement of the program review processes to improve institutional effectiveness
- ensure that the results of program review are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning

Composition

- Program Review Coordinator (faculty) - chair
- Administrative representatives (2)
- Faculty representatives (5)
- Classified representatives (2)
- Student representative (1)

Evaluation and Assessment

- Annual self-evaluation of the committee's goals, scored with a rubric by the Institutional Effectiveness Committee
- Annual satisfaction survey of the college community through the Strategic Planning Survey