Committee Name: Institutional Effectiveness

Date of Approved Report: 5/14/2015

Please list the committee goals (milestones) for the semester and which are:

1. Completed
2. In Progress
3. Continued to Next Semester
4. Deleted

(Please just put the number next to the goal.)

3 - Goal One: Recommendation 1
In order to improve effectiveness, the team recommends that the College build on its extensive, meaningful dialogue and develop a plan to document and assess institutional effectiveness more thoroughly through a culture of evidence embedded in codified roles, systems, and processes (I.B, IV.A).

Action Items:

1. Compile centralized list of committees, members and reporting lines
   a. Diagram committee structures and decision making processes
2. Assess Effectiveness
   a. Develop measurements
   b. Measure effectiveness of processes
   c. Create recommendations based on assessment

Completed on this goal:

- Committee list in Governance Manual
- Updated committee diagram
- Membership list for CPC and its reporting committees
- Draft measurements created

In process

- Mid-term accreditation report
- Membership list for all campus committees and process for maintaining
3 - Goal Two:  Recommendation 3
In order to improve effectiveness, the team recommends that the College expand and enhance its governance manual to clarify the roles and responsibilities of each of the college governance elements. In addition, the team recommends that the college develop a clear process and timeline for the evaluation and continuous improvement of the college planning and decision-making processes (IV.A.2, IV.A.5).

**Action Items:**

1. Develop evaluation timeline (see recommendation 1)

Completed on this goal:

- Evaluation instrument completed
- CPC and its reporting committees evaluated spring 2015
- Initial findings presented to CPC

In Process

- Report findings to committees
- Other committees evaluated fall 2015
- Develop additional action items

3 - Goal Three:  Recommendation 4
In order to improve effectiveness, the team recommends greater use of and evaluation of evidentiary data with a systematic process for capturing evidence of decisions and disseminating the results widely for use by all appropriate college constituents (IV.A.3).

**Action Items:**

1. Determine process to measure use of evidence
   a. Content analysis of committee and board minutes
   b. Program plans and resource requests

Completed on this goal:

- New resource request form created
- Preliminary analysis of instructional requests created

In Process

- Provide results of analyses
- Provide training resources to committees for using evidence and documenting