

COLLEGE EFFECTIVENESS COMMITTEE

Purpose:

To monitor and to ensure completion of the Annual Action Plan, the Long Range Strategic Plan, Assessment of Student Learning, and Assessment of Institutional Effectiveness. The primary responsibilities for these functions are assigned as follows:

- The President's Administrative Council led by the Director of Institutional Effectiveness is charged with:
 - Development and completion of the Annual Action Plan and Long Range Strategic Plan.
 - Defining, developing, and implementing systematic processes that ensure institutional effectiveness is consistent with college expectations, state expectations and all accrediting bodies' requirements.
- The Academic Council led by the Dean of Instructional Services is charged with:
 - Development of processes and procedures which ensure student learning measures are consistent with College expectations, state expectation and all accrediting bodies' requirements.
 - Follow-up and documentation of measures of student learning to ensure the instructional programs are effective and that student learning is taking place.
 - Implementation of the approved assessment calendar.

Responsibilities:

1. Monitor, review, and suggest enhancements for each of the following:
 - a) College planning process.
 - b) Follow-up on actions of the Annual Action Plan and the Long Range Strategic Plan.
 - c) Use of assessment information to drive the planning process.
2. Monitor, review, and suggest enhancements for each of the following:
 - a) Identified measures of student learning.
 - b) Identified measures of institutional effectiveness.
 - c) Follow-up and documentation of measures of student learning and measures of institutional effectiveness
3. Develop, coordinate, and monitor the assessment calendar, planning calendar, reporting calendar, and the budget calendar.
4. Meet a minimum of three times each semester to monitor and review all the above.
5. Submit a mid-year report and an end of year report of committee activities and recommendations to the President's office.

Membership:

- | | |
|---|---|
| Director of Institutional Effectiveness (Chair) | Director of Financial Aid |
| Dean of Student Services | Division Chairs |
| Associate Dean of Student Services | Director of Continuing Education |
| Dean of Instructional Services | Director of Special Services |
| Assistant to the Dean of Instructional Services | Dean of Admissions |
| Associate Dean of Career/Technical Education | Director of Human Resources |
| President | Director of Institutional Advancement |
| Dean of Administrative Services | Director of Quality Enhancement |
| • Appointed by the President | Director of Library Services |
| • Faculty Senate reps | Instructional Design & Technology Coordinator |
| • Two classified staff | Counselor |
| • Two Vernon College Students | |