

Institutional Effectiveness Committee

2017-18 Chair:

Robert Karlin

Statement of committee purpose

1. To study and make recommendations relating to compliance with the criteria on institutional effectiveness of the Southern Association of Colleges and Schools. 2. To make recommendations for the evaluation of the research, planning and institutional effectiveness functions of the college 3. To study review and make recommendations relating to the college's mission and purpose statements and also the college's long range plans 4. To ensure assessment occurs institution-wide. 5. To review assessment efforts to comment on how well Cisco fulfills its mission

Statement of committee responsibilities

Cisco College has an ongoing, integrated and institution-wide research-based planning and evaluation process. (Appendix 1). The Institutional Effectiveness Committee (IE) coordinates institutional effectiveness participation, planning and assessment across the college. Each college planning units assess its purposes and outcomes: instructional planning units assess student learning outcomes; non-instructional planning units asses service or business operation outcomes. Sixteen standing committees assess specified college areas or processes as per the committee's purpose. The IE committee does not grade planning unit assessment efforts or committee IE Reports. Rather, the IE committee administers a process that ensures assessment is performed at all levels of the college and a comprehensive evaluation of the institution's effectiveness is presented to the college.

Statement of committee procedures and guidelines

The committee set goals for the academic year”

- Revise Cisco College’s mission statement.
- Change the wording of the IE response sheet for the planning unit heads.
- Include a simple checklist for reviewing “Institutional Effectiveness Planning Unit Report.”
 - o Data-driven?
 - o Outcome based?
 - o Ongoing and evolving?
 - o Results used for improvement?

- The IE committee divided into two-person teams to review the last academic years Planning Unit Reports.

Representation (if specified)

The IE committee has ten members: committee chair Robert Karlin-Math, Tom Bell-Language & Communication, John Caraway- History, Beth Jackson- Math, Zane Laws- Science, Terra Bartee, Cassie Bryant Nursing, Renee Leath - tutoring center, Barbara Pitman – VA Coordinator

Ex Officio Members: Sharon King- Director of Institutional Effectiveness & Planning, Jerry Dodson- VP Student Services, Carol Dupree - Provost and Chief Academic Officer, Heather Hicks -Accreditation Liaison, Karen Donoho.

Number of meetings and dates

IE Meeting 27 Sept 2017

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1. List your unit's service outcomes or student learning outcomes or program outcomes (if reporting for a technical/workforce program). Each outcome should have a success benchmark (i.e., 85% of students will achieve a test average of B or better or 85% of students will successfully complete Assignment X).
2. Which outcomes were achieved, and which outcomes indicate an opportunity for improvement?
3. List or summarize the data used to assess the outcomes. Files or spreadsheets may be shared via a google doc link.
4. What will your unit do next semester/year to improve the results? Include specific activities and actions you plan to implement.
5. Did the activities and actions planned in last year's report result in improvements for

this year?

We did not receive a report for the following planning units in 2016-17:

- 02.03.00 Athletic Programs - Women's Softball (Leslie Dean left and Joel Prickett began after the report was due)
- 02.06.00 Athletic Programs - Women's Basketball (Do not know why this was not submitted.)
- 06.04.01 Instruction - Kinesiology - Athletic Training (We have never received a report from this planning unit. Michael Garcia probably wasn't sure what needed to be done.)
- 06.05.06 Instruction - Liberal Arts - Foreign Language (Do not know why this was not submitted.)
- 06.05.10 Instruction - Liberal Arts - Philosophy (Do not know why this was not submitted.)
- 06.05.12 Instruction - Liberal Arts - Sociology (Do not know why this was not submitted)
- 06.07.00 Instruction - Nursing Programs (Marvella submitted individual reports for ADN and LVN Programs - this may be a redundancy.)
- 06.08.01 Instruction - Workforce Development (Reports were submitted for each of the areas comprised within Workforce Development - this may be a redundancy.)
- 06.09.04 Instruction - Liberal Arts - Music (There was some confusion on who the planning unit head is for music. Angie stated that it should be under Performing Activities, where it was previously. However, this planning unit is for the academic MUSI classes not the band - MUAP & MUEN classes.)
- 07.00.00 Maintenance & Physical Plant - Cisco (Robert Anderson has never submitted a planning unit report.)
- 09.02.00 Student Services - Counseling (Jerry addressed the Cohort Advising model in his 09.00 Student Services report.)
- 09.11.00 Student Services - Student Success Programs - Tutoring & Math Center (Do not know why this was not submitted.)

The committee is reviewing the above missing reports to see if any are redundant and should be eliminated. The reporting unit list has been reduced from 112 to 95 in the past year by eliminating planning units not under control by Cisco College and some redundancy. Currently, 93% of planning units have submitted IE Reports. Since 2016 the planning unit submission rate has steadily improved from 52% in 2014/2015 to 93% for 2017/2018.

Personnel changes through the year

None

Committee Chair elected for the upcoming year

Robert Karlin

Objectives or issues addressed by committee in the current year

Please see meetings and dates

Actions taken in the current year

Please see meetings and dates

Recommendations

For 2018/2019 evaluate effectiveness of the new form. Refine the list of planning units to eliminate redundancies. Prepare a system to help new planning unit heads understand and use the Institutional Effectiveness Questionnaires to improve their units effectively.

Comments

None