INSTITUTIONAL EFFECTIVENESS COMMITTEE

END OF YEAR REPORT

ACADEMIC YEAR 2015/2016

Summary

Normally, planning unit Institutional Effectiveness (IE) Reports are to be submitted by August 31, the end of the academic year. To create a substantial baseline dataset, the IE committee asked each college planning unit to submit IE Reports for both the spring semester 2015 and fall semester 2015, as well as, the normal 2015/2016 academic calendar year report. Currently, 90% of planning units have submitted IE Reports. This is a significant increase over the 2013/2014 submissions (52%) and 2014/2015 submissions (70%). The committee continued to implement the new one-year IE plan. In response to input from planning units, the IE Questionnaire and its rationale were given specific emphasis and discussion during the fall and spring general organizational meetings, as well as, ongoing specific discussion with program directors, deans, and division chairs.

Recommendations

The Institutional Effectiveness Committee (IE) recommends:

- The Executive Council (EC) continue to communicate the importance of defining and assessing outcomes directly to the head of each planning unit; that the EC act as a quality assurance unit for unit-level outcomes-based assessment for the IE process.
- An IE workshop be included as part of the Fall 2016 college organizational meetings to focus on planning units that have not submitted IE Reports or those whose processes are not outcomes-based or data-driven.
- IE committee membership for the 2015/2016 academic year have college-wide representation, including all programs, divisions, departments and services.

Narrative

The Institutional Effectiveness (IE) Committee's Purpose and Responsibilities are:

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

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. This process is scheduled on an academic calendar year as follows:

- Fall semester- review planning unit participation, review IE Questionnaire and results and survey nonparticipating planning units.
- Spring semester- produce IE End of Year (EOY) Report commenting on the college's mission and purpose statements.
- August Kickoff- Institutional Student Achievement Data disseminated.
- August 31 – Planning Units submit IE Questionnaires or IE Reports for the previous academic year.
- September 1- Planning Units begin annual outcomes-based assessment drawing from the previous year's assessment analysis.
- April 30 - IE Committee EOY Report disseminated college-wide.
- May 1 - IE Questionnaire disseminated to all planning units.

The IE committee has ten members: committee chair Clay Wiegand-Government, Tom Bell-Language & Communication, John Caraway- History, William Hagood- History, Beth Jackson-Math, Robert Karlin- Dev. Ed, Zane Laws- Science, Katherine Muller- Math, Charlotte Speegle-Dean Workforce Dev., Jeanette Vincent- Nursing.

Ex Officio Members: Joe Carter-V.P. lnst. Research and lnst., Jerry Dodson-VP Student Services, Carol Dupree – Provost and Chief Academic Officer, Heather Hicks-Accreditation Liaison, Audra Taylor- Dean Business Services.

The IE Committee set the following agenda for the 2015/2016 academic year:

- Continue to implement the new IE Plan
- Increase planning units' participation in the IE process.
- Continue to directly communicate with planning units to ensure that IE Reports address an ongoing, data-driven, outcomes-based assessment process.
- Continue to facilitate increased communication among the Executive Council, Planning Units and Committees.

The committee met six times during the 2015/2016 academic year; August 19, October 30, November 18, January 13, March 16 and May 6. (Meeting Minutes Appendix Ill)

The committee continued to implement the new one-year plan for the 2015/2016 cycle. The plan implemented addresses deficiencies in the institutional effectiveness process which were identified through two years of institutional research and analysis and discussed in the 2013/2014 and 2014/2015 IE EOY Reports. The plan includes a five question survey and an IE Questionnaire which facilitate the ongoing assessment of each planning unit's success at fulfilling its outcomes and serves as a template for each planning unit's IE Report. The survey was distributed to the heads of planning units which are responsible for creating and implementing their assessment plans and analyzing the data in relation to their stated outcomes. To assist planning units in reporting the effectiveness in their IE Reports, the questionnaire includes the following questions: What are the planning unit's outcomes (what are you assessing)? What is your data? Assess the extent to which the outcomes are being achieved? How are the results being used? Planning units are expected to use the data as part of an ongoing process to improve their effectiveness.

The planning units' IE Reports are compiled in a spreadsheet format with links to the supporting data provided by the planning units. The IE Committee reviews all the responses to insure outcomes are being assessed on an ongoing basis. The committee responds to the planning units based on a Planning Unit Checklist (Appendix II).

In an effort to increase planning unit participation and clarify the goals of the institutional effectiveness process, the Accreditation Liaison, Vice President of Inst. Research and Inst. Effectiveness and the committee chair discussed the IE Plan at general faculty/staff meetings, with program directors and with division chairs. The Accreditation Liaison presented frequent updates on the plan to the Executive Council and the college Board of Regents. Additionally, the Executive Council communicated the importance of planning units submitting IE Reports.

The IE committee revised the rubric for reviewing planning unit IE Reports. The rubric is now focused on the following: Is the plan outcomes-based? Js the plan data-driven? Is the plan ongoing and evolving (a process}? Are the results being used? (Appendix II)

A summary of the planning unit IE Reports is included in the IE committee's report and presented to the Executive Committee for their responses and actions. (Appendix IV)

Over the last two years, through use of the revised IE reporting process, college-wide effectiveness improvements continue to be made. Planning unit recognition of outcomes is significantly improved although, some planning units need to set benchmarks for their outcomes. Many planning units continue to struggle with specifically saying what they will do to improve effectiveness.

The IE committee will continue to communicate the value of an ongoing IE process to the fulfillment of the College's mission and goals and to the important place IE has in shared governance.