

# **Institutional Effectiveness Committee Process Evaluation**

(Proposed Amendment to IEC Guidelines)

The Institutional Effectiveness Committee (IEC) process will be reviewed annually at the beginning of the academic year. The purposes of the evaluation are:

1. To ensure the IEC process is effective in producing a comprehensive evaluation of programs.
2. To ensure the IEC process is used by departments as a primary vehicle to influence the academic direction of the college.
3. To ensure the IEC process is operating in compliance with Board Policies and Administrative Procedures.
4. To provide regular evaluation of the IEC process to maintain a viable process that meets the needs of Gavilan College consistent with the Accreditation Commission standards.
5. To ensure the participants on an IEC process have an opportunity to provide feedback on the usefulness of the process of the process followed to complete a program.

## **Procedures:**

1. Review the actions taken by programs reviewed in the previous year to determine what activities have occurred. Answer the question as to whether the program review report was instrumental in making improvements within the program.
2. Survey departments that completed the program review to determine what the department felt worked well and what changes may be needed to improve the process.
3. Review Board Policy 4020 (BP 4020) and Administrative Procedure 4020 (AP 4020) and compare those regulatory documents with the activities of the IEC. Propose any changes needed to comply with the regulatory guidelines or to make changes to the board policy and the administrative procedure to better reflect what is occurring in the IEC process.
4. Review Accreditation Standards related to Institutional Effectiveness to determine if the College's process is in compliance with the broad guidelines of the Standards.

## **Processing of any Proposed Changes:**

1. Any proposed changes need to be accepted by the Board of Trustees. The college's governance model will be followed to receive input and to communicate information about the reasons for any proposed changes.
2. The chair of the IEC will present information to President's Council for recommendation to the Superintendent/President. Given the strong instructional focus of the IEC process, any proposed changes to IEC Guidelines should be reviewed for comment Department Chairs and the Academic Senate Prior to the review by President's Council.
3. Once changes to IEC procedures have implemented the will be allowed to operate for one program review cycle and then evaluated during the annual review of the IEC process.