



## **INSTITUTIONAL EFFECTIVENESS COUNCIL CHARTER**

### **PURPOSE:**

The Institutional Effectiveness Council (IEC) is an advisory body that facilitates and guides planning and assessment at Community College of Beaver County. The IEC works with the college president to develop, monitor, and report on five-year and annual strategic plans as well as other areas related to institutional effectiveness, focused on CCBC's institutional goals, and informed by the college's Key Performance Indicators.

### **RESPONSIBILITIES AND FUNCTIONS:**

To fulfill its overall purpose, members of the Institutional Effectiveness Council (IEC) will uphold the following responsibilities and functions through service on at least one of the following subcommittees chaired by standing members/officers of the IEC:

#### *STRATEGIC PLANNING (Chaired by the Executive Director of Institutional Research & Engagement)*

- *Facilitate the college's five-year strategic planning process.* To fulfill this role, the IEC will convene a core group of faculty, staff, and administrators every five years to create a strategic planning timeline and design, which must be approved by the President and Board of Trustees. This core group will also be responsible for 1) surveying college constituents using an established method of analysis (Compression Planning, SWOT, etc.) to identify strategic assets and challenges of the college, 2) analyzing long-term trends related to the college's Key Performance Indicators (KPI), 3) preparing a report utilizing survey/KPI data regarding the college's opportunities, challenges, and trends to be shared with CCBC's Board of Trustees, President, and campus community that includes recommendations for new initiatives and improvement strategies, and 4) based on report feedback, composing a final draft of the college's five-year strategic plan and key performance indicators to be approved by the President and Board of Trustees.
- *Facilitate the development of the college's annual strategic plan.* To fulfill this role, the IEC will 1) review and adopt an annual strategic plan update, which will become effective following presidential approval and includes Board priorities, Presidential goals, senior administrators' strategic objectives, and school/department action plans; 2) review the results of all assessment plans attached to the annual strategic plan, including the Accreditation & Assessment Subcommittee's quality evaluations; 3) recommend additions/deletions of actions from the plan, and 4) prepare a yearly report for the Board of Trustees, President, and college community to reflect the institution's progress toward achieving its strategic goals and to inform the annual strategic plan update for the upcoming year.

#### *ACHIEVING THE DREAM (Chaired by the Achieving the Dream Team Chairs)*

- *Monitor progress on Achieving the Dream measures.* To fulfill this role the IEC will establish and implement an assessment plan—in conjunction with Achieving the Dream (AtD) core and data team members—to monitor and drive the college's progress with regard to each AtD measure (completion of developmental courses, completion

of gateway courses, completion of courses attempted, persistence from term to term and year to year, and completion of credentials).

#### ACCREDITATION & ASSESSMENT (*Chaired by Faculty Fellow for Planning, Assessment, and Improvement*)

- *Regularly assess and review institutional planning and assessment processes.* To fulfill this role, the IEC will 1) establish and implement assessment plans for all planning and assessment processes (five-year strategic planning/KPI development, annual strategic planning, student learning/service department outcomes assessment, etc.), 2) use data gathered from said assessments to drive improvements regarding planning and assessment processes at the college, 3) oversee the annual review and revision of CCBC's Institutional Effectiveness Handbook and ancillary documents related to institutional effectiveness through the Office of Planning, Assessment, and Improvement, and 4) ensure the campus is aware of resulting changes to college assessment/planning processes and documents.
- *Review master plans.* To fulfill this role, the IEC will 1) biennially review master plans and attached assessment plans from the following areas: academic affairs, finance and facilities, information technology, community relations and marketing, academic support and enrollment management, workforce and continuing education, and planning, assessment, and improvement, and 2) recommend changes to the President's Executive Council.
- *Monitor Middle States compliance efforts.* To fulfill this role, the IEC will oversee all accreditation activities through an annual report prepared by the Office of Planning, Assessment, and Improvement. The report will include, but is not limited to, the following information: 1) a five-year timeline of required accreditation activities (self-study, periodic review report, etc.), 2) a table establishing responsibility for and progress regarding all Middle States' recommendations and requirements per Commission findings and Middle States' team reports, and 3) organizational efforts regarding accreditation activities such as the self-study process, periodic review report preparations, and team visits.

#### COUNCILS, COMMITTEES, & GROUPS (*Co-chaired by IEC Chair and IEC Vice Chair*)

- *Ensure the efficacy of institutional councils, committees, and groups.* To fulfill this role, the IEC will 1) require semiannual (fall/spring) reports in the form of a public forum from all currently functioning college councils, committees, and groups, which include but are not limited to Academic Council, Curriculum Committee, Faculty Development Committee, Promotion and Tenure Committee, and the Enrollment Management Group, 2) request, as necessary, further information and/or action from these groups to address issues/areas of interest arising from these reports.

#### **MEMBERSHIP:**

The Institutional Effectiveness Council (IEC) shall be comprised of at least 16 members chosen by the President through an application process:

- Three (3) 9-month faculty: One (1) from each academic school (Aviation; Business, Arts, Sciences, & Technology; and Nursing & Allied Health)
- Two (2) staff members.
- One (1) 12-month faculty member.
- One (1) part-time faculty member.
- One (1) academic dean.
- One (1) representative from the President's Executive Council (PEC)
- One (1) representative from Student Services and Enrollment
- One (1) representative from Workforce and Continuing Education

- One (1) representative from Curriculum Committee
- One (1) representative from Academic Council

In addition, the following positions will have permanent membership on the IEC, but may not hold any office:

- Data Miner
- Executive Director of Institutional Research and Engagement
- Faculty Fellow for Planning, Assessment, and Improvement

Members of CCBC's Achieving the Dream (AtD) Team will also serve on the Institutional Effectiveness Council. AtD membership will be determined through a separate application process as determined by the College President. There are no IEC term limits for AtD members.

#### **OFFICERS:**

At the first meeting of each year, the following officers shall be chosen to serve for one (1) year:

- A chair whose responsibilities include the scheduling and convening of meetings, setting agendas, and establishing ad hoc committees, etc. as needed.
- A vice chair who will assist the chair and serve in that capacity in the absence of the chair.

#### **STAFF SUPPORT:**

- A staff support person will be appointed by the President to schedule meetings, compose agendas, keep minutes, and distribute materials to membership as needed.

#### **MEETINGS:**

IEC membership will set a year-long meeting schedule at its first meeting of the academic year, but must meet a minimum of one (1) time during both the fall and spring semesters. Subcommittees must meet at least once per month according to the specific work of the committee. IEC Subcommittees are not required to meet in December, May, June, July, or August.

#### **TERMS:**

Terms shall begin the first day of the academic year. All members are eligible to serve one (1) three (3) year term; members may reapply after a lapse of one year. Upon the convening of the first meeting, lots will be drawn to set an equal number of initial one (1), two (2) and (3) year terms that will then convert to a standard three (3) year term upon expiration. In the case of a member's resignation or removal, a replacement will be appointed by the President to serve the remainder of that term.

#### **REMOVAL:**

If a member's employee status changes such that he/she no longer represents his/her current group, that member will cease to be a member of the IEC. Any member who misses two (2) consecutive meetings without cause will be removed from the IEC.

#### **RECORDS:**

The IEC staff support person will archive all Council documents including minutes on the Institutional Effectiveness web page (<http://www.ccbc.edu/IE>) or a successor site.

3.14.2016