
	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	INSTITUTIONAL EFFECTIVENESS	02-1601	1 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-1.9 Standard of Excellence	June 20, 2018		

Purpose

The purpose of this procedure is to provide guidelines for the College's institutional effectiveness process in accordance with the Southern Association of Colleges and Schools Commission on Colleges' *Principles of Accreditation*.

Procedure

- A. Institutional effectiveness is an ongoing, cyclical process by which the institution, its divisions, its degree and certificate programs, its campuses and its administrative units gather, analyze and use data to ascertain how well it is accomplishing its mission and goals, and to make continuous improvements based on assessment results. The Office of Institutional Effectiveness and Accreditation (OIEA), in consultation with the College President's Cabinet, has the authority to outline specific responsibilities and activities to promote continuous improvement of student learning, educational programs and achievement of institutional goals. On a regular basis,
1. Each non-academic department will plan and implement assessment activities to measure the degree of its performance and levels of success in achieving its identified goals, objectives or expected outcomes. On an annual basis, each non-academic department will analyze and report using data collected on the results of their assessment activities. Unit employees will participate in reflection and dialogue about the collected data and other evidence to determine and implement action plans focused on continuous improvement.
 2. Faculty, academic administrators, and other appropriate stakeholders will work collaboratively to collect and use data to determine the effectiveness of educational programs, to include student outcomes, curriculum, student and program learning outcomes, and program viability. On an annual basis, faculty and academic administrators will analyze and report using data collected on the results of their assessment activities. Unit employees will participate in reflection and dialogue about the collected data and other evidence to determine and implement action plans to improve student outcomes and student learning.
 3. The OIEA will provide professional development opportunities designed to support and guide meaningful and ongoing institutional effectiveness activities.
 4. The College will share results and strategies with employees and other stakeholders for optimum improvement and will use data to inform resource allocation, planning and decision-making.

	ADMINISTRATIVE PROCEDURE MANUAL		
	SECTION TITLE	NUMBER	PAGE
	INSTITUTIONAL EFFECTIVENESS	02-1601	2 OF 2
	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
	6Hx7-1.9 Standard of Excellence	June 20, 2018	

REFERENCES: F.S. 1001.64, 1001.65, 1008.45

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