



PASADENA AREA COMMUNITY COLLEGE DISTRICT POLICY

Title: Institutional Effectiveness

Legal Authority: Ed Code Section 66050,
Title 5 Sections 51016, 53200, 53406, 55180

Policy No. 2560
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It is the policy of the Pasadena Area Community College District that the Institutional Effectiveness Committee (IEC) provides a forum for college representatives to participate in the coordination and evaluation of evidence-based institutional program review to determine effectiveness. The IEC evaluates program reviews in the context of the college's mission and educational master plan and makes recommendations that support student access, learning, and success.

The Board of Trustees establishes and approves the composition of the IEC through mutual agreement of the Board of Trustees or its designee and the Academic Senate and in accordance with Shared Governance policy #2000.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT
PROCEDURES
For Policy No. 2560**

Title: Institutional Effectiveness Committee: General Procedure

Procedure No. 2560.10

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1. **Name**
The name "Institutional Effectiveness Committee," hereinafter cited as the "IEC," shall apply to the college-wide group charged with the coordination and evaluation of institutional program review to determine effectiveness.
2. **Charge of the Committee**
The specific charges of the IEC shall be as follows:
 - a. Use student success indicators as defined in the college's program review process to designate and coordinate the programs that will undergo a review each year.
 - b. Evaluate program reviews, providing feedback to program reviewers with the authority to direct that a program or unit review be revisited or revised.
 - c. Evaluate program review assessment results and recommendations related to the Mission and Educational Master Plan of the college .
 - d. Review the appropriateness of courses mapped to General Education Outcomes (GEO).
 - e. Inform the work of the college's Strategic Planning Team.
 - f. Provide a summary of assessment and program review evaluation results for consideration in the resource allocation and strategic planning processes.
 - g. Use existing institutional research data and additional evidence to inform its work .
 - h. Provide college-wide forums for the discussion of college or program outcomes, achievements, and assessment practices .
 - i. Prepare an annual summary with recommendations to the Board of Trustees based on program review evaluation results.
 - j. Provide analysis and guidance for the formal evaluation of governance and decision-making structures.
 - k. Forward IEC educational program and curriculum recommendations to the college's Curriculum and Instruction (C&I) Committee.
 - l. Forward IEC accreditation recommendations to the Accreditation Liaison Officer (ALO) and the college Superintendent-President.
 - m. Make recommendations, based on program review evaluation results, for the development or revision of college policies and procedures to the appropriate governance groups .
3. This Policy and Procedure document shall not conflict with other established policies including: Shared Governance #2000, Curriculum Development, Adoption, and Review #3200, Planning Process #2100, and Process for Institutional Accreditation #2120.
4. **Composition of the Committee**
 - a. The IEC shall be co-chaired by a representative of the faculty and a representative of management.
 - b. The faculty co-chairperson shall receive a minimum of 20% reassigned time of contract load or an equivalent overload stipend for each semester of service.

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- c. The IEC shall consist of six (6) components: faculty representatives, management representatives, classified staff representatives, student representatives, members ex-officio, and resource experts.
- (1) Faculty Representatives: one member from each of the instructional divisions, one member from the Community Education Center, one member from the Counseling Division, one member from the Library Division.
 - (2) Management Representatives: four (4) total of the following position types – Vice Presidents, Deans, Associate Deans, Assistant Deans, Directors, Managers, or Supervisors.
 - (3) Classified Staff Representatives: four members of the classified staff.
 - (4) Student Representatives: Two representatives from Associated Students plus two alternates.
 - (5) Members Ex-officio (voting members): the Associate Dean of Academic Support, the Associate Dean of Career and Technical Education, and the Associate Dean of Counseling and Student Success Services.
 - (6) Resource Experts (non-voting members): Representatives shall consist of, but not be limited to, individuals from Admissions and Records, Information Technology, Facilities, Institutional Planning and Research, Learning Assistance Center, and Enrollment Management.
5. Selection of Members
- Members, whose terms are effective July 1, shall be selected in April as follows:
- a. The faculty co-chairperson of the IEC shall be selected for a two-year term by the Executive Committee of the Academic Senate from the tenured fulltime faculty and confirmed by a majority vote of the Academic Senate Board.
 - b. The management co-chairperson of the IEC shall be appointed for a two-year term by the Superintendent/President of the college.
 - c. The fulltime tenure or tenure-track faculty members shall be chosen from candidates recommended from each division of the college to the Academic Senate Executive Committee and confirmed by a majority vote of the Academic Senate Board. The minimum term for faculty members shall be two (2) years.
 - d. The four (4) management representatives shall be chosen by the Management Association in consultation with the college's Superintendent/President and the Vice President of Instruction, Vice President of Student and Learning Services, and the Vice President of Administrative Services. The minimum term for management representatives shall be two (2) years.
 - e. The four (4) classified staff representatives shall be appointed in accord with the Memorandum of Understanding between the classified bargaining units and the Classified Senate that is in effect until June 30, 2011 that delineates the appointment process for classified staff to committees. The minimum term for classified staff representatives shall be two (2) years.
 - f. The student representatives shall be selected according to the voting procedures of the Associated Students.
6. IEC Leadership Council
- A Leadership Council, composed of up to eight (8) members inclusive of and designated by the IEC co-chairs, will be constituted to lead and guide the work of the IEC. All IEC Leadership Council members shall be selected from the IEC.

7. Procedural Guidelines
 - a. The IEC business shall be governed by *Robert's Rules of Order, Newly Revised*.
 - b. IEC meeting agendas shall be prepared by the co-chairpersons in consultation with one another or by other procedures agreed upon by the IEC Leadership Council.
 - c. The IEC co-chairpersons shall develop IEC meeting schedules based on expected workload and other deadlines that require timely completion of business.
 - d. The IEC co-chairpersons shall provide an annual orientation to all members of the committee.
 - e. A notice of each meeting, along with all relevant documents, shall be provided at least 72 hours in advance of each meeting.
 - f. The Superintendent/President shall assign an administrative office within the college to support the work of the IEC.
 - g. Written records of IEC meetings and activities shall be maintained.
8. Voting Procedures
 - a. Each member of the IEC shall have one (1) vote.
 - b. The IEC chairpersons may exercise the right to vote only in the event of a tie.
 - c. Voice votes shall ordinarily be the method of recording decisions. However, special circumstances as determined by the IEC chairpersons may demand that individual member votes be counted either by show of hands, roll call, or ballot.
 - d. A quorum shall exist when a simple majority of the IEC membership is in attendance and at least one IEC chairperson must be in attendance.
 - e. Resource experts are non-voting members of the committee.
9. Standing IEC subcommittees and ad hoc subcommittees shall be created and charged with specific duties and responsibilities as determined and defined by the IEC.