

Institutional Effectiveness Committee (IEC)

Purpose

Supports fulfillment of the College's mission and goals and promotes continuous improvement by analyzing the effectiveness of the College's strategic planning, assessment, and resource allocation processes; makes recommendations for improvement to the Senior Leadership Team. Works under the direction of the Senior Leadership Team (SLT) with the Provost as the SLT point of contact.

Scope of Work and Areas of Key Decision-Making

- Monitors and assesses the College's systematic, evidence-informed, implementation of institutional processes according to the *UCC Institutional Effectiveness Plan and Guide*, UCC needs, and NWCCU accreditation requirements; makes recommendations to SLT for refinement of processes.
- Coordinates the institutional effectiveness cycle, oversees adherence to the timeline for gathering evidence, recommends processes and procedures for each institutional effectiveness component, assesses the institutional cycle, and provides feedback to the SLT for continuous improvement.
- Applies an equity lens to all institutional effectiveness processes and use of results.
- Evaluates the alignment and integration of multiple levels of planning (institutional strategic plan, office and division tactical plans, and department operational plans), assessment (academic and support areas), and resource (people, money, space, technology, and equipment) allocation with respect to achievement of the College's goals and improving student learning and achievement.
- Makes recommendations to the SLT regarding how appropriately institutional indicators reflect the College's fulfillment of its mission.
- Recommends criteria for resource allocation and for the budget development process; reviews resource allocation requests and makes recommendations to the Senior Leadership Team.
- Annually reviews the *UCC Institutional Effectiveness Plan and Guide* and makes recommendations to the IE Director for updates.
- Promotes campus awareness of institutional effectiveness processes; recommends processes for engaging the campus in continual discussions about improvement of institutional effectiveness; communicates institutional effectiveness outcomes to the campus,
- Fulfills requests from SLT regarding institutional effectiveness processes.

Membership

- Voting *ex officio* members:
 - Director of Institutional Effectiveness
 - Budget Manager
 - Institutional Researcher
 - ACSC Chair
- Additional voting members (*must not be members of SLT*):
 - IDEAL representative (1)
 - IT representative (1)

- Academic Services representative (1)
- Enrollment and Student Services representative (1)
- Community Education and Partnerships representative (1)
- Athletics representative (1)
- Faculty representatives (2)
- Classified representatives (2)
- Student representatives appointed by ASUCC leadership (2)
- No member can fill more than one membership category.
- Non-voting campus members with needed expertise may be invited to attend IEC meetings on a limited, temporary basis.
- Co-chairs, one faculty and one mid-level administrator (other than the IE Director), are elected annually by the committee membership.
- Members represent the interests of the College as a whole, not any specific department.

Terms of Service

- *Ex officio* members are permanent positions.
- Other classified, faculty, and administrative members serve two-year terms; students serve one-year terms. Members are limited to two consecutive terms. Members who cycle off the council are eligible for re-appointment after one year of non-service.
- Members' terms should be staggered so that only 50% of two-year term positions turn over each year. The two faculty and two classified staff members should have staggered terms so that only one new member per group is elected each year.
- The two faculty and two classified staff members should be selected from diverse departments; no department should have two faculty or two classified members at any time; membership should rotate through departments, with no repeat members until all departments have provided a member.
- Terms begin in October.
- If a member is unable to fulfill the obligation of membership, the IEC chair will ask the appropriate constituent group for a replacement member.
- If a member's employment status changes to a different constituency group, that member will cease to be a member of the IEC and a new representative will be appointed.

Meetings

- Meetings are held twice a month during the academic year.
- Additional meetings may be called as necessary.
- Time and place for meetings will be determined each term according to members' availability.
- Summer meetings may be called for time-sensitive, urgent matters.
- Video conferencing and teleconferencing are permissible formats for meetings.
- Members unable to attend a meeting will notify the meeting coordinator in advance of the meeting.
- A quorum is defined as a simple majority of the voting membership, to include at least one representative each from faculty, classified staff, and administration. Administration representation may be fulfilled by administrators holding *ex officio* positions.

Agendas

- Agendas are developed by the co-chairs in consultation with the IE Director. The Provost or SLT may provide direction to the IEC.
- Members may suggest agenda items by submitting suggestions at least one week in advance of a meeting; items submitted for the agenda will include the purpose and approximate time needed.
- The agenda will be distributed by a co-chair to the members at least three days prior to a meeting, when possible.

Recommendations and Decision-Making

- Recommendations and decisions will be made by consensus. When consensus cannot be reached, recommendations will be decided by majority vote of those present, provided a quorum has been reached.
- Approved recommendations and decisions are advanced to the Provost and Senior Leadership Team.

Communication

- Meeting notes (including decisions, recommendations, and summaries of discussions) are recorded at each meeting by a designated committee member.
- Meeting notes are approved at the following meeting as the first order of business.
- Upon approval, meeting notes and summaries will be posted on a designated space on the UCC Intranet.

Revised October 29, 2021

Revised October 13, 2020