**INSTITUTIONAL EFFECTIVENESS COMMITTEE**

(Governance Committee – Reports to President’s Advisory Council)

Purpose

The Institutional Effectiveness Committee is responsible for recommending processes related to institutional planning and assessment, evaluation, and coordinating activities leading to improvement of institutional effectiveness.

Function

1. To support ongoing connections between unit planning activities and institutional planning processes.

2. To encourage the use and analysis of standard data reports needed to support effective planning and evaluation activities at the academic department level and provide guidance to non-academic departments.

3. To recommend systematic mechanisms to assess the institution’s progress toward meeting its goals.

4. To conduct annual reviews of Planning for Institutional Effectiveness (PIE) results in order to:

a. assess the institution’s unified progress toward its goals; and

b. make recommendations regarding either the creation of new or the revision of existing College goals.

5. To conduct annual reviews of the forms, process, tools, and reporting format for institutional program review (PIE).

6. To inform the campus about institutional effectiveness efforts.

7. To plan annually for systematic documentation of institutional planning efforts.

8. To assess the College’s “evaluation mechanisms through systematic review of their effectiveness in improving instructional programs, student support services, and library and other learning support services” (ACCJC Standard 1.B.7).

9. To develop and recommend changes and/or improvements to the annual Institutional PIE Summary.

Membership (13)

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|  | Position Represented | Name | Term |
| 1. | Vice President, Instruction (Chair) | Irene Malmgren | ongoing |
| 2. | Dean, Instructional Services | Vacant | ongoing |
| 3. | Outcomes Co-Coordinator | Stacy Bacigalupi or Emily Woolery | ongoing |
| 4. | Academic Senate President (or Designee) | Dan Smith | ongoing |
| 5. | One Student Services Representative (appointed by the Vice President, Student Services) | Grace Hanson | 2013-16 |
| 6. | Instructional Services Representative (appointed by the Vice President, Instruction) | Vacant | 2014-17 |
| 7. | Director, Research & Institutional Effectiveness | Barbara McNeice-Stallard | ongoing |
| 8. | Information Technology Representative | Kate Morales | ongoing |
| 9. | Academic Senate Representative (appointed by the Academic Senate) | Paul Kittle | 2014-17 |
| 10. | Faculty Accreditation Coordinator | Kristina Allende | 2014-17 |
| 11. | Classified Representatives (one appointed by CSEA 262 and one appointed by CSEA 651) | Annel Medina | 2013-16 |
| 12. | Cesar Castaneda | 2013-16 |
| 13. | Student Representative (appointed by the Associated Students) | Vacant | 2014-15 |

Person responsible to maintain committee website: Sally Fenton ([sfenton@mtsac.edu](mailto:sfenton@mtsac.edu), 909.274.5402)

Meeting Times: 2nd and 4th Wednesday of the month, 1:30-3:00 p.m., Building 4, Room 2440

College Website Link: [www.mtsac.edu/governance/committees/iec](http://www.mtsac.edu/governance/committees/iec)