**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 (TracDat and Argos) 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 assure the College’s effectiveness in supporting academic quality and accomplishment of mission.

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 (Co-Chair) | Irene Malmgren | | | ongoing |
| 2. | Associate Dean, Instructional Services | (Co-Chair) | | Donald Sciore | ongoing |
| 3. | Outcomes Co-Coordinator | Emily Woolery | | | ongoing |
| 4. | Academic Senate President or Designee | Jeff Archibald | | | ongoing |
| 5. | Student Services (appointed by the Vice President, Student Services) | Grace Hanson | | | 2013-16 |
| 6. | Instructional Services (appointed by the Vice President, Instruction) | Meghan Chen | | | 2014-17 |
| 7. | Director, Research & Institutional Effectiveness | Barbara McNeice-Stallard | | | ongoing |
| 8. | Information Technology | Kate Morales | | | ongoing |
| 9. | Academic Senate (appointed by the Academic Senate) | Paul Kittle | | | 2014-17 |
| 10. | Faculty Accreditation Coordinator | Kristina Allende | | | ongoing |
| 11. | Classified (one appointed by CSEA 262 and one appointed by CSEA 651) | 262 | Annel Medina | | 2016-19 |
| 12. | 651 | Justin Ott | | 2016-19 |
| 13. | Student (appointed by the Associated Students) | Richard Lim | | | 2016-17 |

Membership Meeting Times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMMITTEE TYPE | CHAIR | MEETING SCHEDULE | LOCATION | TIME |
| Governance | Irene Malmgren/Don Sciore | Second and Fourth Wednesday | 4-2440 | 1:30-3:00 p.m. |

Person Responsible to Maintain Committee Website: Julie Hasslock

[jhasslock@mtsac.edu](mailto:jhasslock@mtsac.edu) X4655

College Website Link and Last Time Website Was Updated:

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