**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. Support ongoing connections between unit planning activities and institutional planning processes.

2. 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. Recommend systematic mechanisms to assess the institution’s progress toward meeting its goals.

4. 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. Conduct annual reviews of the forms, process, tools, and reporting format for institutional program review (PIE).

6. Inform the campus about institutional effectiveness efforts.

7. Plan annually for systematic documentation of institutional planning efforts.

8. Assure the College’s effectiveness in supporting academic quality and accomplishment of mission.

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) | Michelle Sampat | | ongoing |
| 3. | Faculty Outcomes Co-Coordinator | Emily Woolery | | ongoing |
| 4. | Academic Senate President or Designee | Martin Ramey | | ongoing |
| 5. | Faculty Accreditation Coordinator | Kristina Allende | | ongoing |
| 6. | Student Services (appointed by the Vice President, Student Services) | Grace Hanson | | 2016-19 |
| 7. | Instructional Services (appointed by the Vice President, Instruction) | Meghan Chen | | 2017-20 |
| 8. | Director, Research & Institutional Effectiveness | Barbara McNeice-Stallard | | ongoing |
| 9. | Information Technology (appointed by the Vice President, Administrative Services) | Kate Morales | | ongoing |
| 10. | Faculty - Credit (appointed by the Academic Senate) | Mario Yagoda | | 2017-20 |
| 11. | Faculty – Non-Credit (appointed by the Academic Senate) |  | Vacant | 2017-20 |
| 12. | Classified (appointed by CSEA 262) |  | Annel Medina | 2016-19 |
| 13. | Classified (appointed by CSEA 651) |  | Vacant | 2016-19 |
| 14. | Student (appointed by the Associated Students) | Vacant | | 2017-18 |

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| 2017-18 Committee Goals | | Link to College Goal # |
| GOAL #1: | Committee website up-to-date | 6, 11, 15 |
| GOAL #2: | Review Unit Manager & Vice President PIE Template | 1, 3, 12, 14 |
| GOAL #3: | Clarify the Strategic Plan Process (integrated planning process) | 1, 3, 12, 14 |

Membership Meeting Times:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| COMMITTEE TYPE | CO-CHAIRS | MEETING SCHEDULE | LOCATION | TIME |
| Governance | Irene Malmgren/ Michelle Sampat | Second and Fourth Wednesday | 4-2440 | 1:30-3:00 p.m. |

Person Responsible to Maintain Committee Website: Lisa Jackson

[ljackson35@mtsac.edu](mailto:ljackson35@mtsac.edu) x4655

College Website Link and Last Time Website Was Updated: 10/17/17

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