PURPOSE
This procedure describes TCL’s Institutional Effectiveness Program.

PROCEDURE

1. Goal
   TCL’s Institutional Effectiveness Program enables the college as a whole and its various programs and units to plan, implement, and utilize the results of institutional effectiveness activities to continuously improve the college.

2. Process
   In Fall semester, prior to the Commission Retreat, the Strategic Planning Council (SPC) convenes to review the outcomes from the annual action items and to discuss any required changes to the COMPASS publication. The College’s Commission, at its annual fall retreat, reviews and endorses the broad goals and specific initiatives for the College to undertake during the academic year. At the spring Strategic Planning Council meeting, a council representing faculty and staff, the college reviews progress on action items and strategic initiatives for the current academic year. In late spring the College formulates its academic year budget
based on the Strategic Plan, financial constraints, assessment findings, and other factors which may arise

During the academic year, committees and program staffs carry out the initiatives and assessments identified in the strategic plan action items and funded in the annual budget.

3. Documentation

The planning, implementation, and results of each Institutional Effectiveness Program cycle are well-documented as illustrated in Figure 1. The President’s Office maintains notes from the Fall Commission Retreat. Interim reports are made to the Commission. During the spring and summer semesters, various final reports are prepared and distributed. During the academic year, staff prepares such documents to detail their assessment methods and findings as

- Annual Strategic Plan Action Item Reports
- Program reviews
- Survey findings

4. Coordination and Review

The College’s Director for Institutional Effectiveness, the Strategic Planning Council, and the Strategic Leadership Team coordinate and review assessment and evaluation activities. The Director provides day-to-day support, consultative services, and monitoring support. The College’s Strategic Planning Council considers and recommends changes as a result of audits, evaluation findings, program reviews, program accreditation evaluations, and broader institutional studies. In all cases, the College’s Strategic Leadership Team has final approval authority.
Figure 1

Annual Revision Cycle

Strategic goals and objectives will be updated every three years.