



TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE: Institutional Effectiveness Program Number: 3.5.2.1

Responsibility: Executive Administration (Director of Institutional Effectiveness)
Approved: October 10, 2023
Related Policy: 3.5.2 Institutional Effectiveness

President

Purpose:

This procedure describes the Technical College of the Lowcountry's Institutional Effectiveness Program.

Procedure:

1. Goal
 - a. 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
 - a. In Fall semester, the Strategic Planning Council (SPC) convenes to review the outcomes from the annual action items and to discuss any required changes. The College's Commission 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, 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.
 - b. 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

- a. The planning, implementation, and results of each Institutional Effectiveness Program cycle are well-documented in the institutional effectiveness software platform. The President's Office maintains notes from the Commission meetings. 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 the following:
 - i. Annual Strategic Plan Action Item Reports
 - ii. Program Reviews
 - iii. Survey findings
- 4. Coordination and Review
 - a. The College's Director for Institutional Effectiveness, the Strategic Planning Council, and the President's Cabinet 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 President's Cabinet has final approval authority.