

INSTITUTIONAL EFFECTIVENESS: PLANNING, ASSESSMENT AND CONTINUOUS IMPROVEMENT**Roles and Responsibilities**

1. The Governing Board fulfills its policy role in institutional effectiveness by providing direction and facilitating and making decisions that improve effectiveness. The Governing Board monitors organizational progress on all aspects of institutional effectiveness and will be kept informed through annual progress reports on same.
2. Each college and the District Office shall have a planning committee charged with the responsibility of developing, implementing, and assessing a strategic plan as set forth in District policy. The committee shall oversee the development of a strategic plan every five years and annual operational plans.

Assessment and Continuous Improvement Activities

1. Each college and the District Office shall conduct internal and external assessments of institutional effectiveness on a regular basis. Internally, Student Learning Outcomes assessments and the administrative/student service unit reviews and academic program reviews shall be conducted, and separate sets of assessment documentation shall be maintained for each. The data gleaned from the reviews shall provide evidence of institutional effectiveness relating to how well the colleges and the District fulfill their respective missions, achieve their goals and use the results to improve student learning, improve services and programs, and inform planning and resource allocation as part of the overall mission, vision, values and strategic plan. Externally, the District shall participate in any state-generated reports and studies. The results of such reports shall be shared broadly and used as a basis for improvement.
2. In its role of supporting the mission and functions of the colleges, the District Office shall maintain a document delineating the roles, responsibilities and service outcomes of the colleges and the District Office in departments shared by each entity. The contents of the document shall be evaluated every four years and the results used as a basis for continuous improvement of the operations.
3. District governance and decision-making processes shall be evaluated every three years and the results used as a basis for improving the processes. At a minimum, all persons who serve in leadership positions at the District level and all who serve on District committees shall participate in the evaluation process.
4. The District administrative organization shall be evaluated every three years and the results used for continuous improvement.