

ADMINISTRATIVE PROCEDURES

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| Title: INSTITUTIONAL EFFECTIVENESS ASSESSMENT AND PLANNING | Identification: 5.03 |
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| | Effective Date: 7/10/01 |
| Authority: SBE SBE 6A-14.0247; 6A-14.0262 FS 240.319 HCC Rule 6HX-10-4.004 | Signature/Approval: Gwendolyn W. Stephenson |

PURPOSE

To establish direction for an Institutional Effectiveness Assessment and Planning Process (IEAPP) for Hillsborough Community College.

PROCEDURE

In order to fulfill its mission, the College must adopt and implement ongoing, integrated, and institution-wide planning, evaluation, and research processes. These processes, known as the IEAPP, will incorporate systematic reviews of programs and services that result in continuing improvement and demonstrate that the institution is effectively accomplishing its mission. Key functions of the IEAPP include the identification of expected outcomes for its educational programs and its administrative and educational support services; the assessment of achievement of those outcomes; and the provision of evidence of improvement based on analysis of the results.

1. IDENTIFICATION OF EXPECTED OUTCOMES

On an annual basis, the College will review and revise its expected outcomes for its educational programs and administrative and educational support services, and the College will identify new outcomes as applicable. The institutional mission and goals will provide the basis for identifying expected outcomes, and the outcomes will be identified in such a manner as to provide evidence for the success of goal achievement. The Office of Research, Planning, and Evaluation will provide assistance in assuring that the outcomes are measurable and that research support is available.

2. ASSESSMENT OF OUTCOME ACHIEVEMENT

- A. Systematic Program Reviews: Each fall, selected curriculum clusters will perform a program review following the format and timeline prescribed by the Office of Education and Student Development. Expected educational outcomes are a component of the program review process.
- B. Unit Reviews: On an annual basis, each administrative and educational support unit will establish goals linked to the College's mission and goals. These unit goals will incorporate the administrative and educational support service outcomes identified in Section 1.

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- C. Special Studies and Evaluations: As requested and also as established during the process of identifying expected outcomes, the Office of Research, Planning, and Evaluation will conduct special studies or evaluations to assess the effectiveness of College educational programs and administrative and educational support services. Findings may be incorporated into the regular program review process or in other established evaluations.

3. EVIDENCE OF IMPROVEMENT

In conjunction with the outcome review described in Section 1, the College will provide evidence of improvements made as a result of the analyses of the assessments described in Section 2. These analyses also will assist in providing the foundations for future assessment and planning efforts.

History: Formerly 4.004