



Four Column Report with Strategic Goals

El Paso Community College

Planning - Institutional Effectiveness

Objectives	Measures & Baseline & Standard / Strategies	Results/Analysis	Use of Results for Improvement & Follow-Up
<p>Planning - Institutional Effectiveness - Searchable Board Policies and College Procedures (2012-2013) - Board Policies and College Procedures more accessible to stakeholders.</p> <p>Planning Year(s): 2012 - 2013</p> <p>Expected Completion Date: 01/31/2013</p> <p>Actual Completion Date: 01/31/2013</p> <p>Objective Status: 03 Completed</p> <p>Budget Account Number: 11000-34000</p> <p>Person(s) Responsible: Dr. Ron Stroud</p> <p>Strategic Goals: Goal Type: District Goal 7 Strategic Goal: Demonstrate Continuous Improvement</p>	<p>Measure: Whether the placement of the searchable documents on the College web page reduces communications to the IE Office for assistance in locating the documents by theme.</p> <p>Data Source for Measure: Department/Area Report</p> <p>Baseline & Standard : Standard: 50% reduction in the number of communications to the IE Office on this matter. Baseline: Many communications have noted that a searchable version of the Board Policies and College Procedures is not now on the IE web page.</p>	<p>04/11/2013 - Communications on this matter have diminished almost to zero. All email comments (attached in the Document Repository) have been favorable concerning posting a consolidated, searchable version of policies and procedures.</p> <p>Analysis: The outcome supports the providing of Support Services as stated in the College Mission Statement and supports the IE Office Mission: To create, document and direct processes that improve the institution.</p> <p>Status: Met</p> <p>Results Documented (Year): 2012-2013</p>	<p>04/11/2013 - As the reduced communications have allowed the staff to spend time on other duties, while allowing stakeholders to search for policies and procedures by theme. Follow-up: The IE Office periodically reminds the District of the searchable document to minimize the number of communications on this matter. The success of the project has demonstrated that there is a place on the College web page for very long searchable documents, of which the IE Office has many (e.g. Employees of the Month by Site, Standing Committee Membership by Member). More such postings will be considered, as the IE Office continues to monitor the number of communications that request more, searchable online products. The IE Office is considering posting a single report that summarizes recent and current efforts to review and revise certain College policies and procedures.</p> <p>Follow-Up: 04/11/2013 - The IE Office periodically reminds the District of the searchable document to minimize the number of communications on this matter. The success of the project has demonstrated that there is a place on the College web page for very long searchable documents, of which the IE Office has many (e.g. Employees of the Month by Site, Standing Committee Membership by</p>

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	<p>Strategy Name: Searchable PDF version of Board Policies and College Procedures on the IE web page.</p> <p>Strategy Description: The IE Office will create a single, searchable PDF file of Board Policies and College Procedures to be placed on the IE Office web page. The link to the document constitutes evidence of the implementation and will be announced to the College. The IE Office's steps to be taken: 1. Individual policies and procedures will be combined into a single document, in numerical order, policies followed by their corresponding procedures, 2. The new compendium will appear on the IE web page, 3. The existence of the compendium will be announced in each policy and procedure email sent by the IE Office, and a link to the document will appear in each email, 4. The IE Office will record whether there are continued requests for a single, searchable document containing all the College's policies and procedures.</p> <p>Budget Impact: No Funding Needed</p>		<p>Follow-Up: Member). More such postings will be considered, as the IE Office continues to monitor the number of communications that request more, searchable online products. The IE Office is considering posting a single report that summarizes recent and current efforts to review and revise certain College policies and procedures.</p>