



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

AD-2 Institutional Improvement Planning and Assessment

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AUTHORIZING BOARD POLICY: AD

Classification: Institutional

Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning

Designated Contact: Director of Institutional Planning

OBJECTIVE: To outline the El Paso County Community College District’s (EPCCCD) Institutional Improvement Planning and Assessment Process and institutional improvement responsibilities of administrators for planning, assessment, and use of results for improvement in support of EPCCCD’s Mission and compliance with accreditation standards (administrative, academic and student support services).

I. Definitions:

- A. **Administrative Area** – An office, department, or division that performs a distinct activity(-ies) in support of EPCC’s Mission and implementation of the District’s Strategic Goals. College areas consist of cabinet offices including: the President’s Office, Vice Presidents’ Offices, Associate Vice Presidents’ Offices, Deans, Executive Directors, and Directors, and encompassing all academic and student support services and functions.
- B. **Area Improvement Plans** – One, two-year or multiple year plans establishing measurable objectives, developed by each academic and student support area administrator of the College, focused on creating improvements to the College in support of students’ success which addresses one or more of EPCCCD’s Strategic Goals and Outcomes.
- C. **Area Improvement Plan Assessment** – A review and documented written response with outcomes from an Area Plan. The Area Improvement Plan denotes how the objective resulted in improvements to the College or its services to students, challenges that have arisen during the academic year, and expected use of that information to make improvements and document follow-up conducted.
- D. **Assessment Process** – The primary goal of the Assessment Process is to plan improvements at the College and ensure that analysis of results and follow-up are used to create a continuous improvement cycle (defined as institutional effectiveness).
- E. **Area Mission Statement** – A statement of purpose for the core business and activities of a College area, in support of the College Mission that guides its core activities, approach, direction, and philosophy in providing service to the College, its students, and community.
- F. **College Mission Statement** – A statement of purpose, core values, and principal activities of the El Paso County Community College District.
- G. **Objective** – A statement of what is to be accomplished by a specific College area in order to bring about an improvement to the College. An objective describes an expected outcome and is specific, measurable, and contains a defined completion date. Each objective must support at least one or more of the Strategic District Goals and one or more of the Strategic District Intended Outcomes.
- H. **Outcomes** – The results of a Strategic Plan. Outcomes can be quantitative or qualitative and determine whether expected outcomes are being met or are not met.
- I. **Strategic District Goals** – Strategic goals serve to implement the College Mission, comprehensive services, and student support that EPCC strives to provide to the El Paso County Community College District.

- J. **Strategic Planning** – A process that demonstrates the overarching priorities which the College is pursuing in support of the District’s Mission. District Strategic Goals are identified in the College Strategic Plan, and are implemented through Area Improvement Plans.

PROCEDURE:

I. General:

EPCCCD engages in Area Improvement Planning, an ongoing, integrated, and institution-wide research-based planning and evaluation process that (1) incorporates a systematic review of institutional mission, goals, and outcomes; (2) results in continuing improvement in institutional quality; and (3) demonstrates that EPCCCD is effectively accomplishing its Strategic District Goals in support of its Mission.

All planning reflects the purpose directed by the College Mission and Strategic Plan District Goals and supports a continuous improvement cycle. EPCCCD’s Mission shall be periodically reviewed and revised as appropriate.

II. Overall Institutional Planning and Assessment Process

A. **Area Improvement Planning and Assessment of Area Improvement Plans** – Each College administrative area will conduct Area Improvement Planning on an annual cycle. Area Improvement Plans are to be developed by area administrators and are due to the Office of Institutional Planning via electronic management planning system by September 30 of each academic year. Assessments of plans for each area will be due by the last day of the month of October, January, April, and July each academic year. A Final Assessment is due to the Office of Institutional Planning via electronic management planning system by August 31.

B. **Units Support** – All administrative areas will evaluate their area’s mission and goals to ensure alignment with EPCCCD’s Strategic Mission, Vision, and Goals. Each administrative area’s mission and goals are available for review via the electronic management planning system.

C. **Development** – Each administrative academic and student support area must develop as many Area Improvement Plan objectives as necessary to accomplish its mission, but is required to develop, implement, and assess at least one of EPCCCD’s Strategic Goals during the annual cycle. Area Improvement Plans are due by September 30. Area Improvement Plans must address at least one District Strategic Goal, at least one District Strategic Outcome and

1. Set a goal for each plan
2. Identify a measure to determine the success of the objective
3. Determine whether a baseline (starting point) exists for the goal
4. Establish an intended level of achievement for the goal

The items in C, 1-4 will be recorded in an electronic management planning system, according to instructions provided by the Office of Institutional Planning. The Office of Institutional Planning will provide and maintain training in planning, assessment, and use of the electronic planning management system. All plans, assessments and outcomes will be made available to all Associate Vice Presidents and Vice Presidents for each of the areas they oversee. All plans, assessments and outcomes will be made available to the EPCCCD President for all areas that submit to the Office of Institutional Planning.

D. **Assessment** – All administrative areas will assess their objectives and outcomes by completing assessment templates created in the electronic planning management system.

E. **Reporting of Final Assessments of Area Improvement Plans** – Final Assessment Forms will be completed by August 31 by all administrative areas via the electronic planning management system to determine the outcomes of the plan objectives. Administrative areas will determine the status of the Area Improvement Plan by denoting “Met” or “Not Met” and will explain its determination in writing in each Final Assessment Form. All Administrative areas will also determine whether the plan will continue to be monitored and will state how it will continue to be monitored. Final Assessments of two-year plans or those plans requiring even longer timeframes will determine the status of each plan by stating what was accomplished during the reported academic year towards the stated outcome and will state what still needs to be achieved and/or followed up upon. All Final Assessments of Area Improvement Plans will describe how results of the plan objective resulted in improvement for the College or services provided by each area.

Supporting documents including: charts, graph, reports of data, surveys conducted, survey results, departmental reports, updated policies, procedures, photographs, and other documentation are required and will also be submitted through the electronic planning management system as evidence of improvement to the College or to a specific area.

The Graphic Below Illustrates an Overview of the Area Improvement Planning Process



- F. **Use of Final Assessment Forms to Improve Future Plan Goals** – All administrative areas will revise area plans or create new area plans based on a review of the previous year's results before setting Area Improvement Plans for the following year. The previous year's results will be available to each administrative area via the electronic planning management system for review.
- G. **Approval of Assessment Plans by Director of Institutional Planning Provided to Administrators** – The Institutional Planning Director provides written comments and any revisions necessary to administrative, academic and student support area administrators regarding their Area Improvement Plans, measures therein, assessment during the academic year, Final Assessment use of results and follow-up, as well as any needed additional documentation.

- H. **Planning Calendar** – The EPCCCD Improvement Planning and Assessment Calendar, as described in this procedure, is reflected below:

Area Improvement Plans	New and continuing plans due by September 30 for one and/or two-year (or more) planning cycles.
Quarterly Assessments	Due by the last day of October, January, April, and July.
Final Assessments	Due by August 31 each year for one and/or two-year (or more) planning cycles.
Planning for new cycle	Beginning September 1 and due no later than September 30.

- I. **Area Improvement Planning and Assessment Report (District-Wide)** – A compilation of all EPCCCD Area Improvement Plans and Final Assessments will be posted on the Office of Institutional Planning’s website in the fall of each academic year for the previous academic year. This report will be reviewed by the President and the Cabinet Officers to encompass the achievements and needs documented for the District.