



EL PASO COMMUNITY COLLEGE PROCEDURE

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

AD-3 Assessment of Institutional Effectiveness **APPROVED:** February 26, 2002 **REVISED:** May 29, 2019
Year of last review: 2024
AUTHORIZING BOARD POLICY: AD

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning
Designated Contact: Director of Institutional Effectiveness

OBJECTIVE: To ensure appropriate assessment of instructional and non-instructional effectiveness of College activities and services.

PROCEDURE:

I. General

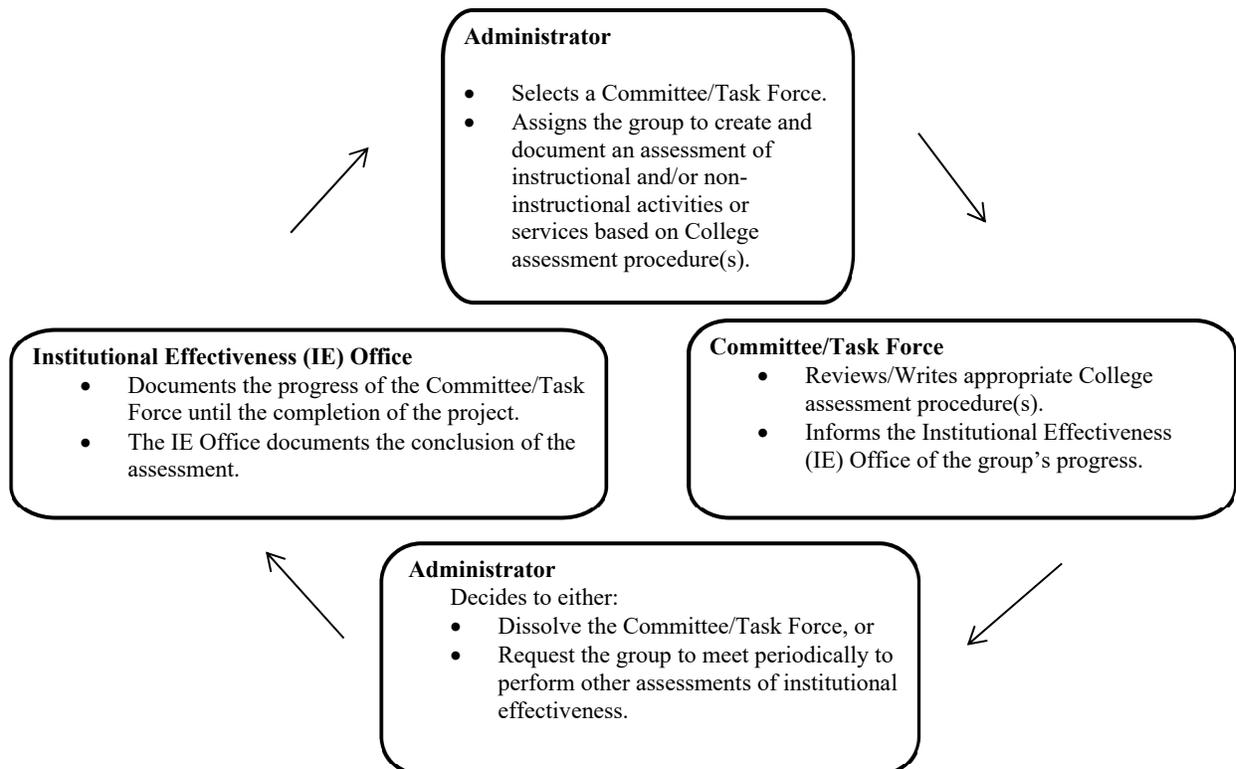
This procedure delineates the essential elements of College Procedure-based assessment instruments and subsequent reports.

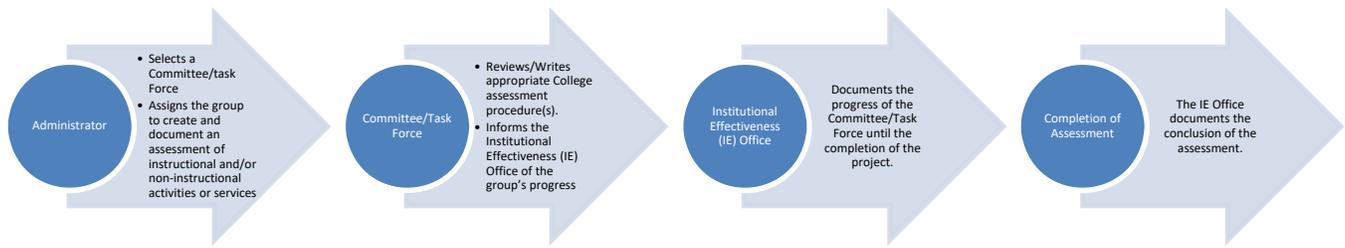
The process mandates that college procedures and derived assessment instruments be periodically reviewed.

The assessment process may commence at any point in the flow chart below, contingent on the status of the elements. For example, a group may bypass a review of a robust procedure and proceed directly to the review and/or writing of an assessment instrument.

This is not a planning procedure. Nevertheless, any shortcomings identified in the process below should be rectified promptly.

II. The assessment sequence.





1. **Administrator**
 - Selects a Committee/Task Force.
 - Assigns the group to create and document an assessment of instructional and/or non-instructional activities or services based on College assessment procedure(s).
2. **Committee/Task Force**
 - Reviews/Writes appropriate College assessment procedure(s).
 - Informs the Institutional Effectiveness (IE) Office of the group's progress.
3. **Institutional Effectiveness (IE) Office**
 - Documents the progress of the Committee/Task Force until the completion of the project.
4. **Completion of Assessment**
 - The IE Office documents the conclusion of the assessment.
5. **Administrator**
 - Decides to either:
 - Dissolve the Committee/Task Force, or
 - Request the group to meet periodically to perform other assessments of institutional effectiveness.