



EL PASO COMMUNITY COLLEGE PROCEDURE

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

AD-4 **Review of College Initiatives**

APPROVED: April 2, 2024
Year of last review: 2024

REVISED:

AUTHORIZING BOARD POLICY: AD

Classification: Institutional

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

Designated Contact: Student Success Core Team Liaison

OBJECTIVE: To describe the processes for reviewing the success and challenges of El Paso County Community College District (EPCCCD) initiatives, and for providing support and suggestions for future opportunities for growth. Emphasis will be placed on reviewing those institutionally-funded initiatives that directly support the College's mission, vision, and Strategic Plan goals in promoting the success of all students.

DEFINITIONS:

- A. **Student Success Initiatives (SSIs)** are programs/activities intended to close achievement gaps or improve overall student outcomes. Initiatives can be either institutionally- or grant-funded, with a clear purpose and specific intended outcomes. The process described in this procedure focuses on initiatives directly supporting EPCCCD's current Strategic Plan and generating qualitative or quantitative evidence supporting one or more Strategic Plan goals.
- B. **Initiative Contacts** are those individuals that are best positioned to speak to an initiative's work, goals, and outcomes. If the initiative contact is not also the budget head or Primary Investigator (PI) for the initiative, the budget head/PI is expected to support the contact as needed to provide information supporting the Initiative Review process.
- C. The **Student Success Core Team (SSCT)** is an ad hoc group (i.e., not a College Standing Committee) whose purpose is to advise EPCCCD's Senior Leadership on institutional efforts to improve student outcomes by enhancing college operations. The SSCT supports the College's work with Achieving the Dream, Guided Pathways, and other entities focused on student success and student transitions to four-year institutions or to the workforce. SSCT membership is determined by the Team's annual goals and long-term mission; individuals are typically appointed on an annual basis but may be asked to continue serving on the SSCT for subsequent years.

PROCEDURE:

- I. **General:**
 - A. In support of the College's Strategic Plan, EPCCCD engages in an intentional review of its initiatives for the purpose of (1) understanding connections between initiatives and Strategic Plan goals, (2) identifying overlaps between similar initiatives where collaboration might be beneficial, (3) when appropriate, offering constructive feedback on ways to enhance or expand initiatives' reach or impact, and (4) serve as a resource to advance or disseminate information regarding College initiatives.
 - B. Initiative reviews are intended to support initiatives in their goals of effectiveness and seeking improvement. The Initiative Review is a peer review process offering input to maximize an initiative's intended impact on student success.
 - C. **Initiative Review Committee:** The Initiative Review Committees (IRC) will be selected from the College's SSCT members. To provide an informed review that provides helpful feedback on specific initiatives, additional College employees may be asked to serve on an IRC on an ad hoc basis.

II. Initiative Review Process and Criteria:

- A. The SSCT will utilize a three-year review cycle that follows the academic year. SSIs will be reviewed by cohort based on the Pathway Phase they support (Entry, Progress, Completion). During Year One Entry SSIs will be reviewed. During Year Two Progress SSIs will be reviewed. During Year Three Completion SSIs will be reviewed. All Student Success initiatives will be reviewed once during each cycle. New SSIs, launching during an ongoing cycle will not be reviewed until the next cycle begins. However, other initiatives may be reviewed upon request and availability of IRC members.
- B. During each review year the SSCT liaison will contact the point of contact for each initiative selected for review to inform them of the purpose of the review, the review process and timelines, information requested to assist in the review, and the intended outcomes of the review process. The SSCT liaison will serve as a resource for the initiative contacts pertaining to any questions or concerns about the review.
- C. The Initiative Contact will be responsible for providing the IRC, through the SSCT liaison or designee, the following information to assist with the initiative review:
 - 1. A description of the initiative, including its purpose, population(s) served, and goal(s).
 - 2. A description of the initiative's data or information gathering that stakeholders use to understand the initiative's intended outcomes.
 - 3. Information regarding measurements used to determine the initiative's impact.
 - 4. The data gathered for each selected measure. Qualitative data can be used to show implementation and provide narrative evidence. Quantitative data will be used to show the impact on the selected student success outcome. To sustain an argument of causality, Quantitative data will be used (e.g., Initiative improved student retention.)
 - 5. When available, information regarding resources currently used to support the initiative, including a budget, personnel, and facilities.
 - 6. The Initiative Contact's assessment of whether the initiative is meeting its intended goals. If additional resources are needed, a description of what is needed for the initiative to succeed.
 - 7. Any additional information or evidence the Initiative Contact cares to provide to facilitate an understanding of the initiative or its future plans or needs.
 - 8. (Optional) Information regarding how the SSCT can best support the initiative and/or initiative contact.
- D. The SSCT Liaison will provide the Initiative Contact with instructions regarding the report format. The Initiative Contact will be allowed to include additional supporting documents (e.g., narratives, charts, tables, testimonials, PowerPoints), including additional documents or evidence supporting the initiative's impact on the target student population(s).
- E. At the beginning of each cycle the SSCT will update and publish the listing of SSIs. This publication will include the listed Initiative Contact for the SSI and provide the year the initiative can anticipate being reviewed. The SSCT liaison will provide the information from each Initiative Contact to the respective IRCs and will provide the IRC timelines and guidance on completing their review. The IRC, including any requested ad hoc members, may reach out to the Initiative Contact to request additional information in support of the review.
- F. The SSCT liaison will provide a report of the reviewed initiatives to appropriate supervisors and Cabinet. Report may include recommendations for continuance, consolidation, and/or scaling.

III. Results of the Initiative Review Process

- A. Upon completion of an initiative review, the IRC will generate a feedback report to be given to the Initiative Contact and budget head/PI (if different from the contact). The feedback report will include the following information:

1. Summary of the initiative, including the purpose and population(s) served.
 2. Strengths of the initiative, based on qualitative or quantitative evidence provided.
 3. Opportunities for improving the initiative's scope or impact, such as scaling services or collaborating with other College offices or initiatives.
 4. Recommendations for reallocation of resources, when feasible.
 5. (for initiatives requesting SSCT support) Suggestions for how other departments/divisions/resources can support the initiative in their effort to seek improvement.
- B. Upon completion of all initiative reviews conducted that year, the SSCT liaison will provide a year-end report to EPCCCD's Cabinet summarizing the initiatives reviewed and the IRCs' impressions of each initiative's strengths and opportunities for enhancement. The SSCT liaison will also seek Cabinet input on the initiative review process and any suggestions for training and support that the SSCT might provide to Initiative Contacts. The year-end report will be shared with the Liaisons for Achieving the Dream and Pathways.