2.30 Institutional Effectiveness

Last Revised: July 2011

Policy: Piedmont Community College engages in ongoing, integrated, and institution-wide research-based planning and evaluation processes that (1) incorporate a systematic review of the institutional mission, goals, objectives and outcomes; (2) result in continuous improvement in institutional quality; and (3) demonstrate that PCC is effectively accomplishing its mission.

Purpose/Definitions:

Mission: a declaration of an organization’s core purpose and focus.

Vision: a formal statement that expresses the aspirations and goals of an organization.

Goals: “A dream with a deadline.” An observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

Objective: identifying what is expected at the end of a process or activity (intended results).

Outcomes: end results, consequences.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Director, Research & Institutional Effectiveness has monitoring authority for this policy.

Procedure:
The procedure is described in detail in Exhibit 2.30 (page 2 of this policy).

Reference Citation: The Principles of Accreditation: Foundations for Quality Enhancement (CR 2.5)

History: Effective July 2011
Exhibit 2.30

ANNUAL INSTITUTIONAL EFFECTIVENESS & BUDGETING PROCESS

January 1st - February 1st

**Development of Institutional Goals**
The Executive Council develops the overall institutional goals for the upcoming year based on the previous year’s performance in meeting the College’s Strategic Goals. The President and Vice Presidents develop annual objectives based on the institutional goals affecting their areas. In addition, the President and Vice Presidents develop assessment criteria by which the goals are measured.

February 1st – April 1st

**Development of Area Objectives**
Deans, Directors, and Coordinators, in collaboration with staff and faculty, consider the previous year’s results, then develop annual area objectives and the assessment criteria for those annual objectives. These objectives must reflect those of the President or the appropriate Vice President.

April 1st – June 1st

**Development & Prioritization of Division Budgets**
Deans, Directors, and Coordinators compile and prioritize their budget requests based on their area objectives and send them to the President and Vice Presidents. The President and Vice Presidents prioritize the budgets within their respective divisions.

June 1st – July 1st

**Development & Prioritization of Institutional Budget**
The prioritized budgets developed by each division are discussed in a meeting with the President and Vice Presidents and prioritized collectively based on the institutional goals identified during the development of institutional goals. A proposed institutional budget is then developed. The College budget is not final until the state legislature determines the state budget. This action may require an adjustment of objectives.

Aug 1st – November 1st

**Assessment & Determination of Achieved Outcomes**
Program, service area, and divisional assessment of objectives and the use of results to improve programs and services are determined. The information is compiled, and the President and Vice Presidents complete the Annual Planning and Evaluation tool for their respective divisions.

December

**Review Divisional Outcomes & Assessment Results/ Update Strategic Plan**
The results are forwarded to the Institutional Effectiveness Committee for review (meeting). Updates to the College’s Strategic Plan are made based on the results.