

## 2.30 Institutional Effectiveness

**Last Revised:** November 2023

**Policy:** Piedmont Community College (PCC) engages in ongoing, comprehensive, and integrated research-based planning and evaluation processes that (1) focus on institutional quality and effectiveness and (2) incorporate a systematic review of institutional goals, and outcomes consistent with its mission.

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### **Purpose/Definitions:**

#### **Purpose**

The purpose of this policy is to outline the processes governing institutional effectiveness.

#### **Definitions**

**Goals**—an observable and measurable end result having one or more objectives to be achieved within a more or less fixed time frame.

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

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

**Outcomes**—end results, consequences.

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

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**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.

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### **Procedure:**

Section 1: Development of Institutional Goals, February

- 1.1. 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.

- 1.2. The President and Vice Presidents develop annual objectives based on the institutional goals affecting their areas.
- 1.3. In addition, the President and Vice Presidents develop assessment criteria by which the goals are measured.

Section 2: Development of Divisional Objectives March 1 – June 30

- 2.1. 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.
  - 2.1.1. These objectives must reflect those of the President or the appropriate Vice President.
- 2.2. Program, service area, and divisional assessment of objectives and the use of results to improve programs and services are determined.

Section 3: Development & Prioritization of Division Budgets, April 1 – June 1

- 3.1. Deans, Directors, and Coordinators compile and prioritize their budget requests based on their area objectives and send them to the President and Vice Presidents.
- 3.2. The President and Vice Presidents prioritize the budgets within their respective divisions.

Section 4: Development & Prioritization of Institutional Budget, June 1 – July 1

- 4.1. 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.
- 4.2. A proposed institutional budget is then approved by the division Vice Presidents.
  - 4.2.1. The College budget is not final until all funding allocations have been appropriated.
  - 4.2.2. This action may require an adjustment of objectives.

Section 5: Review of Achieved Outcomes, August – November

- 5.1. The information is compiled by the Office of Research and Institutional Effectiveness and reviewed by the President and the Executive Council.

Section 6: Review Divisional Outcomes & Assessment Results/ Update Strategic Plan,  
January

- 6.1. 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.

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**Reference Citation:** The Principles of Accreditation: Foundations for Quality Enhancement (CR 7.1)

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**History:** Effective July 2011; Revised February 2021, November 2023

**Exhibit 2.30**

