

The office of Institutional Effectiveness, Assessment and Planning functions as a liaison and coordinating unit with other administrative and academic areas in compiling data, generating institutional reports and plans, and developing studies and proposals for improvement of programs and services. The Institutional Effectiveness office is also responsible for supporting and overseeing the activities of the Institutional Review Board (IRB) for the protection of human research subjects. Activities include conducting research studies, administering surveys and local, state and federal reporting.

Assistance and coordination roles are assigned as appropriate in various other ongoing institutional data collection and reporting activities, communications, and special periodic plans and reports. Research and planning information files are maintained, and the office responds to various data requests as well as refers inquirers to other appropriate sources. The office of Institutional Effectiveness, Assessment and Planning is the official source for institutional data.

PURPOSE

This policy establishes the requirements and responsibilities for institutional effectiveness and reporting as carried out by the office of Institutional Effectiveness, Assessment, and Planning (IEAP).

- I. Ultimate responsibility for development and approval of all college plans rests with the president.
- II. Broad-based participation in college planning processes is essential and will include the following activities:
 - A. Review and revision, as needed, of the college mission statement and values,
 - B. Long-range strategic planning in accord with procedures established by TBR and THEC,
 - C. Annual operational planning.
- III. Ultimate responsibility for assessment of all college programs and services rests with the chief administrative officer responsible for each area. The IEAP office assists by establishing procedures, in conjunction with the leadership of each area, monitoring completion and working with the leadership to ensure that assessment is both useful and in compliance with accepted standards.
- IV. Collecting, analyzing and reporting data to ensure compliance with external reporting requirements rests with the IEAP office. The office is the official source for institutional data and has the responsibility of making data readily available and assisting in the interpretation of the data analysis. Assistance is provided to the college decision-making process through the identification and completion of research studies.
- V. Departments may request assistance from the IEAP office in analyzing and reporting data to other departments and other audiences.
- VI. Oversight of the Institutional Review Board for the protection of human subjects is a required activity of the IEAP office.
- VII. Approval of all surveys administered by the College is a primary function of the IEAP office.

Approved: Executive Council, March 4, 1991
Approved: President Allen G. Edwards, September 11, 2001
Reviewed/Recommended: President's Staff, June 15, 2009
Approved: President Allen G. Edwards, June 15, 2009
Reviewed/Recommended, President's Council, August 25, 2014
Approved President L. Anthony Wise, Jr. August 25, 2014
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