



## IVCCD Integrated Institutional Effectiveness Steering Committee CHARTER

<b>Name:</b>	<b>Integrated Institutional Effectiveness Steering Committee</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To create and sustain an environment that supports a culture of continuous quality improvement.</li> <li>• To facilitate a systematic and repeatable process of assessment to support IVCCD's mission and strategic agenda.</li> </ul>
<b>Co-chairs:</b>	Chancellor and Institutional Researcher
<b>Membership:</b>	Administrative Leadership Team, Co-chairs of IIE Subcommittees & Deans of Instruction
<b>Guiding principles:</b>	<ul style="list-style-type: none"> <li>• Derives purpose from IVCCD's Vision, Values and Mission and is in alignment with Strategic Agenda objectives.</li> <li>• Supports an ongoing process of continuous quality improvement where findings are used to inform planning and resource allocation.</li> <li>• Takes place within all academic and administrative support service divisions and departments of the District to measure effective student learning and institutional functions.</li> <li>• Establishes realistic, achievable, measureable outcomes.</li> <li>• Creates a process to confirm best practices and/or identify areas where practice should be changed or improved.</li> <li>• Needs to be transparent and should not be used in a punitive manner.</li> <li>• Encourages processes that are appropriately scaled to enable long-term assessment without imposing undue burdens.</li> </ul>
<b>Our goal is to:</b>	<ul style="list-style-type: none"> <li>• Create a plan to develop a culture of assessment and improvement.</li> <li>• Review/refine glossary of terms.</li> <li>• Institute a regular cycle of assessment (annual and three-year cycles).</li> <li>• Communicate and reinforce expectations with all internal stakeholders.</li> <li>• Oversee the development of institution-wide rubrics to evaluate assessment.</li> <li>• Create annual report of assessment activities and results for ALT and Board review.</li> </ul>
<b>We achieve this by:</b>	<ul style="list-style-type: none"> <li>• Coordinating policy and providing assistance to IIE subcommittees as well as all instructional departments and non-instructional and administrative units.</li> <li>• Ensuring all internal stakeholders understand the importance of assessment analysis and using results for continuous quality improvement.</li> <li>• Creating and sustaining the process and infrastructure for reporting and collecting outcomes data.</li> <li>• Establishing institutional effectiveness subcommittee work, timelines, projects and reports.</li> <li>• Serving as a champion for the subcommittees and other stakeholders regarding assessment and institutional effectiveness.</li> </ul>
<b>Scope:</b>	The Integrated Institutional Effectiveness Committee works with all units and departments to achieve and sustain proficiency in the formulation, assessment, and analyses of multiple effectiveness measures for the purposes of institutional planning, resource allocation, and continuous quality improvement.

<b>Name:</b>	<b>Integrated Institutional Effectiveness Steering Committee</b>
<b>Meeting schedule:</b>	Quarterly – September, December, March, June