

# INSTITUTIONAL EFFECTIVENESS MODEL CONT.

## **Annual Improvement Plans**

An Annual Improvement Plan (AIP) is developed by each work unit at the college to support the overall college strategic plan by focusing on goals that support the instructional and administrative initiatives. The AIP facilitates the assessment of student learning outcomes and the achievement of departmental administrative goals.

Annual Improvement Plan objectives support work unit goals and identify strategies to be implemented and measures to be used in assessment. Each semester's assessment findings are incorporated into an enhancement action if needed, so that departments may change current plans based on results or incorporate results into plans for the coming year. Current year plans may be carried forward year to year if needed, or terminated if the plan is completed. Analysis Questions are included in the AIP, and lead departments through an analysis of changes made as the result of assessment. Instructional department program assessment is accomplished using the Analysis Questions as well as program data provided by the Office of Institutional Research and Assessment. Action plans for improvement are incorporated into the AIP process, resulting in continuous improvement of each work unit or department and ultimately, to overall college processes.

## **Institutional Assessment Committee**

The Institutional Assessment Committee serves as a representative group of faculty, staff, and administrators who reviews the college detailed assessment report and makes recommendations to departments where improvement in planning and assessment is needed. The Director of Institutional Research and Assessment, who reports to the Dean of Institutional Effectiveness, serves as the chair of the assessment committee and meets with work unit supervisors individually on an ongoing basis to provide assessment assistance.

## **Budgeting**

Also included in the AIP is a field for each work unit to list the resources needed to carry out departmental plans. The online budget platform, housed in the college intranet's Modularized Information Environment (MIE), references the AIP goal or objective that budget requests support. These mechanisms facilitate the integration of planning and budgeting, providing immediate access to plans impacted by specific departmental budget requests when being considered for approval by administrators. The Vice-President of Financial and Administrative Affairs makes proposed budget presentations to the Board of Trustees in regular meetings and called budget workshops to inform the Board of resources needed to support AIP goals, objectives, and action plans prior to the Board's approval and adoption of the budget.

## **Planning Timeline**

The annual planning timeline is consistent with the academic year that begins on September 1. Plans are implemented as the academic year begins and assessments are conducted throughout the Fall

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semester. Institutional initiatives and results of Fall assessments are used in the planning process that begins in February for the coming academic year. Preliminary departmental budgets are submitted to Deans in March, and as budget development occurs throughout the Spring and Summer terms, assessment results are used to modify and revise requests.

## **Planning Support**

The Office of Institutional Effectiveness (IE) supports planning and assessment processes at the college by providing resources and assistance. The office maintains a web page on the college website and resources on the college intranet that serve as portals to a description of the college planning process, a faculty assessment manual, a staff assessment manual, and college enrollment data through College Information Available Online (c.i.a.o.). External resources include the Texas Higher Education Coordinating Board (THECB), Carl D. Perkins Data Resources, and SACS guidelines and resources. The IE office provides departmental data from the previous calendar year to facilitate departmental self-assessments for budgeting purposes and establishes planning timelines, conducts training, and leads the college's strategic planning process. The IE office staff consists of the Dean of Institutional Effectiveness, Director of Institutional Research and Assessment, a Data Analyst/Programmer, and the Administrative Assistant.

## **College Advisory Committee and Council Structure**

Many of the college planning processes are accomplished through the Weatherford College Advisory Committees and Councils system. Committees or councils are assigned to address issues that impact multiple departments and benefit from broad-based input. Council and Committee structure, purposes, memberships, meeting agendas, and minutes are available on the college information portal, MyWC.

