

Trinity Valley Community College

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Trinity Valley Community College
107501

INSTITUTIONAL EFFECTIVENESS

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INTRODUCTION

Through an annual, formal strategic planning process, the College District's human, physical, and fiscal resources are organized to carry out the mission of the College District. The College District's strategic planning activities are under the leadership of the College President and occur at all levels of the College District. The planning process links program outcomes (administrative and learning) with College District goals and provides for participation of faculty, administration, and staff in determining program directions, establishing desired outcomes, and shaping College District goals. This process also aligns goals as an integral part of the budgeting cycle.

Strategic planning is defined as a long-term, future-oriented process of goal-setting, assessment, decision-making, and action that:

1. Maps an explicit path between the present and a vision of the future.
2. Relies on careful consideration of an organization's capabilities and environment.
3. Leads to priority-based resource allocation.

PURPOSE

Through the strategic planning process, the Strategic Planning Committee shall annually review the College District's long-range (four-year) goals to guide the planning and budgeting efforts of all administrative and academic areas of the College District.

PROCESS

The annual planning process is directed by the College President in the context of existing College District policies and procedures. On a day-to-day basis, the functional authority for strategic planning, assessment, and institutional research as it relates to institutional effectiveness is vested with the dean of planning and institutional effectiveness. In this capacity, the dean is responsible for establishing, maintaining, and monitoring the coordination of appropriate assessment procedures for the College District's strategic planning process, outcomes assessment, and its progress toward mission and goal accomplishment.

STRATEGIC PLANNING

The Strategic Planning Committee acts in an advisory capacity on the institution's execution of an ongoing, integrated, institution-wide effort to engage in research-based planning resulting in the enhancement of the College District's ability to achieve its mission. The Strategic Planning Committee is specifically charged with:

1. Establishing a vision for the College District that has measurable outcomes so that progress can be monitored;
2. Serving as a liaison with campus stakeholders for the continuous assessment of the strategic plan;
3. Providing a formal annual evaluation of progress toward the accomplishment of strategic planning goals; and
4. At least once every four years, conducting a total reworking of the strategic plan for recommendation to the administration and the Board.

As an advisory body, the committee shall recommend changes in College District goals and/or priorities. The goals are reviewed by the Committee on College Planning and the College President. Strategic planning goals are ultimately approved by the Board. Administrative and academic planning units shall establish goals for College District-wide planning through the annual institutional effectiveness, planning, and budgeting process described below. This process is to be in alignment with the strategic plan and the College District's budget.

ANNUAL PLANNING

The annual institutional effectiveness, planning, and budgeting cycles include the following:

1. Annual review and/or update of the strategic planning goals by the Strategic Planning Committee.
2. New strategic planning goals are approved by the appropriate committees, the College President, and the Board and are disseminated to all units for use in updating administrative outcomes and learning enhancement annual plans (LEAPs) for the coming academic year.
3. Budget requests from departments and units are sent to division chairs, deans, and vice presidents, with requests to prepare budgets, administrative outcomes, and learning outcomes that are in alignment with strategic planning goals for the upcoming year.
4. The administrative outcomes for the upcoming fiscal year are submitted to appropriate deans and vice presidents for approval. Administrative outcomes include a statement of desired outcomes, outcome descriptions, implementation strategies, assessment methods, assessment criteria, relationship to strategic planning goals, and budgetary implications.
5. Faculty submit LEAPs for the upcoming year to the appropriate dean for approval. LEAPs include a statement of the desired outcomes, outcome description, implementation strategies, assessment methods, assessment criteria, and relationship to general education outcomes.
6. Prior to beginning the academic year, administrative outcomes and LEAPs are modified if budget revisions impact the plans. All administrative outcomes and LEAPs are approved by the appropriate dean or vice president.
7. Administrative outcomes and LEAPs are implemented throughout the fiscal year.
8. Administrative outcomes and LEAPs are evaluated to determine progress toward goals.
9. Using feedback from the results on administrative outcomes and LEAPs, the strategic plan is evaluated and new administrative outcomes and LEAPs are developed for future years by repeating the steps above.

PROGRAM REVIEW

Periodic program reviews of defined services, programs, and functions shall be conducted on a schedule established by the appropriate vice president or the College President. Examples of such services include, but are not limited to: the Learning Resource Center (LRC), media services, institutional research, admissions functions, curriculum, community services, student services, athletics, bookstore, communications center, business office functions and budgeting processes, counseling services, registrar's office, food services, and maintenance. Program reviews shall be conducted with participation from the program director/coordinator, the dean of planning and institutional effectiveness, and appropriate personnel from the program being evaluated.

COMPOSITION OF COMMITTEES

The Strategic Planning Committee shall have the following members:

STRATEGIC PLANNING COMMITTEE

1. The chairperson is the dean of planning and institutional effectiveness; and
2. At least nine additional members who are representative of the College District system are appointed by the College President. Operating guidelines are as follows:
 1. The College President shall provide the planning charge to the Committee.
 2. Committee meetings shall be scheduled on a regular basis.
 3. Committee members shall serve one-year terms.

COMMITTEE ON COLLEGE PLANNING

The Committee on College Planning shall have the following members:

1. Chairperson-College President.
2. Vice presidents.
3. Deans.
4. Certain directors as deemed necessary by the College President.

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