

INSTITUTIONAL EFFECTIVENESS PLAN

I. Purpose

The Institutional Effectiveness Plan (IEP) is a continuous improvement process, based on analysis of data, used to measure the degree to which the College is effective in meeting its mission: “To provide learning centered educational programs and career development opportunities for healthcare students in support of the Los Angeles County Department of Health Services”. The Program Review policy guides the implementation and evaluation of the process. Institutional effectiveness is evaluated through:

- Program review, which encompasses the degree of achievement of established goals, maintaining and improving the quality of college programs, evaluating and improving student learning, and maintaining employee competency
- Feedback from students, faculty, governing bodies, employers of College graduates, the community, and accrediting organizations
- Implementation, monitoring, and evaluation of the College Strategic Plan goals.

The College strives for excellence in the governance, management, and administration of all services as it pursues its vision: “To be a model learning-centered educational system providing a continuum and breadth of education and professional development to promote health in the Los Angeles County Community”. In our quest to achieve excellence, the Institutional Effectiveness (IE) Committee reviews the following processes:

- Collecting and measuring data relating to program performance of the College
- Analyzing data by comparison to thresholds
- Recommending plans for improvement
- Utilizing results for program improvements
- Tracking action plans for unmet outcomes to resolution
- Designing, reviewing, and updating the outcomes assessment monitoring process, associated documents and forms
- Making recommendations to the College Governance Committee
- Communicating resource needs identified in program reports to College Governance
- Evaluating committee effectiveness in performing its functions
- Disseminating report findings.

II. Monitoring Method

Steps in monitoring that allow for program review include:

- Data collection, aggregation, and analysis of the item being measured
- Comparison of findings to expected outcomes
- Planning and implementing improvements/corrective actions if needed
- Re-evaluation of outcomes post implementation of corrective actions.

The College uses the following documents to guide the institutional effectiveness process:

- Institutional Effectiveness Program Review Plan identifies the items measured, the standards guiding the performance of the item, monitoring tools for each item, threshold for compliance, frequency of reporting/IE review and accountability for item tracking and improvement.

Institutional Effectiveness Program Review Plan

Item Measured	College/divisional outcome to be measured and monitored
Standard	Regulatory body, division, or policy, that requires the item to be monitored/tracked/reported
Monitoring Tool	Information-collecting instrument, database, or other document(s) used to track and report data
Tracking Source/ Person	Individual(s) responsible for gathering data
Threshold for Action	Preset/established/expected level of compliance, set by accountable person(s)/committees to provide a benchmark for identifying deficits in need of improvement
Accountable Person/Committee	Individual(s) responsible for data analysis and reporting outcomes
Frequency of Review	How often the College committee/responsible person formally reviews the data and how often the IE committee schedules the data presentation

- Institutional Effectiveness Reporting Schedule is a calendar for reporting items identified in the IEPRP, which is created annually with input from reporting persons.
- Outcomes Evaluation Report is used to record data gathered, analyzed and compared to threshold expectations for compliance. It identifies unmet outcomes the plan for improvement, and reevaluation.

III. Reporting

Items that fall outside the expected threshold are documented on the Outcomes Evaluation Report form and the accountable person develops a plan for improvement which is presented to the IE Committee. Upon approval, the plan is implemented and reevaluated; this cycle is repeated until the desired outcome is achieved.

IEPRP item performance is also tracked and documented through College, divisional, and committee reports.

IV. Faculty and Staff Membership

Faculty and staff hold membership in one or more of the College committees that analyze or receive analyzed data collected for assessment purposes. These include College governing and divisional committees.