

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 and 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 of data relating to program performance of the college
- Analyzing of data by comparison to thresholds
- Recommending plans for improvement
- Reporting findings to accountable person/committee
- Tracking action plans for completion and program improvements
- Designing, reviewing, and updating the outcomes assessment monitoring process
- Making recommendations for revision of the IEP to the College Planning Committee.

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 Reporting Schedule is a calendar for reporting program review assessment monitoring findings including areas of academic study, administrative, and support services.
- Outcomes Evaluation Report is used to record data gathered, analyzed and compared to threshold expectations for compliance. It identifies unmet outcomes and creation of the plan for improvement.
- Institutional Effectiveness Outcomes Tracking is a tracking document used to report outcomes and to follow up to resolution all quality improvement plans for items that fall outside expected threshold.

A. Institutional Effectiveness Program Review Plan

Item Measured	College/divisional outcome to be measured and monitored
Standard	Regulatory body, division, or policy, if any, 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 problems and improvements
Accountable Person/Committee	Individual(s) responsible for the outcome
Frequency of Review	How often the College committee/responsible person formally reviews the data and how often the IE committee schedules the data presentation

B. Institutional Effectiveness Outcomes Tracking

Evaluation Period	Time period during which item was measured
Item Measured	Transcribed from Addendum A
Findings	Indicates whether goal/outcome was met or not met
Action Plan	Delineates the status of action plan for improvement
Follow-Up Date	Indicates the date for presentation of follow-up findings to IE Committee
Outcome/Resolution	Describes final outcome and completes the cycle of program review

III. Reporting

Items that fall outside the expected threshold are documented on the Outcomes Evaluation Report form and the accountable divisional committee 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.

In addition to the IE Committee, 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 Governing, College, School of Nursing, Education and Consulting Service, Allied Health, and Office of Educational Services committees.