

INSTITUTIONAL EFFECTIVENESS COMMITTEE HANDBOOK



2022-2023

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This handbook is designed to outline the role of institutional effectiveness, through the Institutional Effectiveness Committee, at Dakota College at Bottineau. The Institutional Effectiveness Committee works with specified campus departments, services/functional areas, and groups associated with policy implementation and audits, but all campus entities may request to work with the IEC. This handbook outlines the role of the IEC at DCB.

WELCOME TO INSTITUTIONAL EFFECTIVENESS AT DCB

Mission

Institutional effectiveness at Dakota College at Bottineau (DCB) supports quality education, provides a caring environment and strives for continuous quality improvement of the college. Through the Institutional Effectiveness Committee (IEC), institutional effectiveness helps to ensure steady progress toward institutional goals, correction of audit findings, and improvement of college process and procedure.

Objectives

To best support continuous quality improvement of all functional areas at DCB, the Institutional Effectiveness Committee seeks to:

- Ensure the college's strategic plan is aligned with the college mission
- Support ongoing connections between strategic planning, budgeting, and assessment
- Monitor, evaluate, and document progress toward fulfillment of the college's strategic plan goals
- Monitor, evaluate, and document progress toward correcting audit findings
- Ensure college process and procedures are defined, clear, adhere to necessary standards (e.g., North Dakota State Board of Higher Education), and are beneficial to constituents

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INSTITUTIONAL EFFECTIVNESS COMMITTEE (IEC) COMPOSITION

The IEC is comprised of the following DCB campus members:

- Director of Accreditation (Chair)
- Director of Academic and Co-Curricular Assessment
- Athletic Director
- Interim Associate Dean for Academic Affairs/Director of Distance Education/Academic Student Support Services
- Business Manager
- Financial Aid Director
- Interim Associate Dean for Student Affairs
- Faculty Senate President
- Student Senate President
- Staff Senate President
- Housing Complex Director
- Librarian
- Campus Dean (unofficial)

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SELECTION OF GROUPS REPORTING TO THE IEC

Groups reporting to the IEC meet one of three criteria:

1. Relationship to the DCB Strategic Plan
 - a. Groups identified within the DCB Strategic Plan may be asked to report to the IEC. These groups will generally plan and report on progress toward achieving the strategic planning goal identified with in the DCB Strategic Plan.
2. Relationship to audit findings
 - a. If an audit finding surfaces, progress toward resolving the audit finding will be reported to the IEC. The Business Manager will report all audit-related progress unless another employee is better suited.
3. DCB Process and Procedure
 - a. To ensure that DCB is working as efficiently and effectively as possible, one (at minimum) process and procedure will be reported on each academic year. The goal is to formalize the process, identify clear procedural steps, and involve all key players in this process.

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IEC PLANNING PROCESS

Initial Planning

Once reporting groups have been identified through the selection process (see page 5), the IEC Chair will meet with the group leader to discuss why the group was selected and talk through potential objectives and goals. Goal timelines will vary but stay within the strategic planning cycle (no longer than five years), with most goals focusing on the current academic year.

After goals are established, a discussion of steps/benchmarks will occur. Steps/benchmarks are defined by the IEC as the smaller steps that a group should achieve to meet the overall goal.

IE Planning Forms

All reporting groups will begin by completing a IE Planning Form. These forms identify:

- IE Leader
- Department
- Start Date of IE Planning
- DCB Strategic Plan Goal and Objective Information (if applicable)
- Whether the DCB Strategic Plan Goal and/or Objective needs to be updated, changed, or deleted.
- Steps/Benchmarks (with timeline) to ensure achievement of the identified objective.

IE Planning Forms are submitted to the IEC, must be approved by the IEC, and are housed in the IEC Teams group.

Updating IE Planning Forms

All reporting groups will be asked to update IE Planning Forms each August. Updating includes adding new steps/benchmarks and potentially setting new overarching goals. The IEC will look through all IE Planning Forms aim to approve them during the September meeting.

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IEC REPORTING PROCESS

Reporting Forms

Reporting groups will use Planning Forms to initially fill in a Reporting Form. Reporting Forms focus on the steps/benchmarks and allow reporting groups to identify progress made toward steps/benchmarks (e.g., Not Started, In Progress, Complete, No Longer Applicable). Reporting Forms are housed within the IEC Teams folder.

Monthly Updates

All reporting groups are responsible for updating Reporting Forms by the end of the day on the first Thursday of each month. Goal champions should update the progress on all steps/benchmarks and add notes/comments so that IEC members can clearly understand progress toward the identified goal. Updates should be self-supporting.

Presentations to the IEC

The IEC meets monthly on the second Thursday of the month. The IEC Chair establishes a schedule of reporting in September. All reporting groups will give presentations to the IEC as identified on the schedule. During these presentations, reporting groups should expand on updates on Reporting Forms. These presentations are also an opportunity to seek advice and request additional resources. Reporting groups should expect to present to the full IEC during IEC monthly meetings 3-4 times each academic year.

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IEC MEETING SCHEDULE

Month	IEC Task
August	<ul style="list-style-type: none"> • Approve IEC Annual Summary Report • Identify groups to report during the current academic year • Identified groups needing to submit IE Planning Forms prior to September meeting
September	<ul style="list-style-type: none"> • Look through IE Planning Forms • Approve IE Planning Forms for the current academic year • Reporting groups submit IE Reporting forms prior to October meeting • IEC Chair identifies schedule for in-person reporting for Fall semester
October	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
November	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
December	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed • IEC Chair identifies schedule for in-person reporting for Spring semester
January	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
February	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
March	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
April	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed
May	<ul style="list-style-type: none"> • Hear updates from IE groups (updates provided on the IE Reporting Forms) • Provide guidance to groups as needed

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	<ul style="list-style-type: none">• Instruct groups on year end reporting
June	<ul style="list-style-type: none">• Hear final group reports• Discuss potential for groups to cease or continue reporting to the IEC during the following academic year
July	<ul style="list-style-type: none">• IEC Chair composes Annual Summary Report• IEC Chair distributes the Annual Summary Report to the IEC for feedback• IEC Chair meets with reporting groups regarding reporting status for the following academic year

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IEC FINAL REPORT

The IEC Chair will compose an annual summary report in July. The report will summarize the reporting of each IE reporting group from the previous academic year. Whether steps/benchmarks were met will be clearly identified in the report. The report will also make recommendations as to if the reporting group should continue reporting during the next academic year.

Reporting groups may be identified as NOT needing to report the following academic year if 1) the identified goal and necessary steps/benchmarks were completed during the previous academic year, 2) the identified goal/group is no longer applicable (e.g., elimination of a program) or 3) if the group has a detailed record of continual tracking and monitoring, and the tracking and monitoring through the IEC is not deemed necessary to ensure continuation of progress toward identified goals.

When the IEC Chair completes the initial draft of the IEC Final Report, it is sent to the IEC for comment. Once comments are incorporated/addressed into the report, the draft IEC Final Report is sent to reporting groups for comments. Once these comments are incorporated/addressed, a final version of the report goes before the IEC during the August IEC meeting for approval. Once approved, the IEC Final Report is sent to the Campus Dean and a copy is placed on the Institutional Effectiveness page of the DCB website.

<https://www.dakotacollege.edu/about/institutional-effectiveness>

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RELATIONSHIP BETWEEN ASSESSMENT AND INSTITUTIONAL EFFECTIVENESS

Dakota College at Bottineau strives to assess the effectiveness of all institutional areas.

Academic and Co-Curricular Assessment

Academic and co-curricular assessment occurs via the Academic and Co-Curricular Assessment Committee. This committee has its own timeline of assessment, methods of planning and reporting, and process for presenting the assessment findings.

Service/Functional Area Assessment

Service/functional areas at DCB are assessed in two ways: through the IEC and/or through performance evaluations of employees within the service/functional area.

1. If a service/functional area is selected through the IEC selection process (see page 5), this is the primary means through which assessment will occur. Employee performance evaluations will still occur via the employee's supervisor.
2. If a service/functional area is NOT selected to report to the IEC, assessment of the service/functional area will occur indirectly through performance evaluations of employees within the service/functional area.
 - a. Performance evaluations occur in accordance with SBHE Policy 604.3 Performance Evaluations: Benefited Employees.

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IEC Contact Information

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