03.01.99.R0.03   Institutional Effectiveness

Approved January 10, 2014
Reviewed January 28, 2019
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Procedure Summary

The University is committed to institutional effectiveness at all levels of academic programs and in its administrative, academic, and student support service operations for continuous institutional improvement. Institutional Effectiveness planning and evaluation at Texas A&M University-Commerce will identify programmatic student learning outcomes or student support services goals, assess the extent to which it achieves these outcomes or goals, and provide evidence of seeking improvement based on analysis of the results in support of the University's strategic plan. Under the direction of the President, the University will organize and document how its resources are used to carry out its mission through annual, formal planning and evaluation processes. The process of planning and evaluation will be a continuous activity, which occurs at all levels of the University, and is guided and shaped by the institution's mission statement, as supported by departmental mission statements.

This procedure supplements System Policy *03.01 System Mission, Vision, Core Values and Strategic Planning*.

Procedures and Responsibilities

1   INSTITUTIONAL EFFECTIVENESS (IE)

1.1   Under the direction of the President, the Executive Director of Institutional Effectiveness and Research will annually guide and review institutional effectiveness planning and results documentation.

1.2   IE for academic programs is intended to address the overall body of knowledge that the graduate must possess in order to be successful in the field of his or her choice. IE for an administrative support service unit is intended to be operational and address the overarching reasons for the unit's existence. IE for academic and student service units is intended to address both student outcomes and operational goals, as applicable.

1.3   Strategic planning is a long-term process aimed at establishing future goals that move the University toward achieving its vision. Strategic planning identifies the priorities, actions, and outcomes that are desired when implementing the Institutional Mission. IE planning is a systematic method of assessing outcomes to determine how well the Institutional

Mission is being fulfilled. The University's IE processes will align with and provide insight into progress made pursing the University's Strategic Plan; however, neither process is limited by nor fully subsumed by the other.

1.4 Faculty as discipline experts will participate in IE processes and analysis of assessment results in order to use the results to make adjustments in curriculum or pedagogy and improve the academic programs.

1.5 Staff in support service units will participate in IE processes and analysis of results in order to use the results and make adjustment in operations to facilitate improved functionality and service.

1.6 The President, with consultation from the Executive Director of Institutional Effectiveness and Research, will ensure the University's IE plans and results are aligned with any existing Texas A&M University System plan(s), as well as any Texas Higher Educational Coordinating Board's established learning outcomes or other state-wide plan(s).

2 UNIVERSITY IE LEADERSHIP TEAM

2.1 Members of the University's IE Leadership Team are appointed by the Deans of the Colleges and Vice Presidents of the Divisions. The Executive Director of Institutional Effectiveness and Research provides guidance for the IE Leadership Team members so that they may work with their respective areas. IE Team members guide the development of student learning outcomes (SLO) specific to academic programs and goals for support service units in the appropriate format. The IE Planning documents will also include measures of assessment for each SLO and goal as well as standards of success. IE Results documentation will report results aligned with SLOs or goals, analysis of the meaning of the results, comparisons to prior year results, and an action plan for how results will be used to seek improvements in the academic program or support services unit, as needed.

2.2 The University's IE cycle will be based upon the academic year for academic programs and either the academic, fiscal or calendar year will be established and followed as appropriate and most relevant to the support service units.

2.2.1 For academic programs, department heads or program coordinators serve as writers and submitters of IE documentation. For support service units, departmental directors or others may be appointed by the area Vice President to serve as the writers and submitters of IE documentation.

2.2.2 Based on their appointed due dates and after thorough analysis of the material, the IE writers will submit IE documentation to the IE Leadership Team members for additional review and signatures.

2.2.3 In cooperation with the IE Leadership Team members, the Executive Director of Institutional Effectiveness and Research will hold periodic training sessions to guide IE writers in improving their IE processes and documentation.

2.2.4 The IE Leadership Team will conduct an annual self-assessment of processes, procedures and outcomes.

3   ADMINISTRATIVE RESPONSIBILITY

The President, in consultation with Office of the Chancellor and Board of Regents, is responsible for the institutional effectiveness process in the context of existing System policies and University procedures. Final approval of IE documentation is delegated by the President to the Executive Director of Institutional Effectiveness and Research who is responsible for collecting and maintaining the IE documentation in cooperation with the IE Leadership Team.

Related Statutes, Policies, or Requirements

System Policy *03.01 System Mission, Vision, Core Values and Strategic Planning*

Contact Office

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