District Institutional Effectiveness Review Team Charge:
The District Institutional Effectiveness Review Team (IERT) is a standing subcommittee of DC3. The IERT serves in a work group capacity with the role of examining data, outcomes and results of the District Annual Action Plan and preparing an annual institutional effectiveness report. This process demonstrates the annual integration cycle and linkage between planning, resource allocation and institutional effectiveness. The IERT works closely with the District/College/Academic Senate Leadership Committee (DCAS) in assessing the effectiveness of the planning and budgeting processes and serves as a resource to Colleges and District Services in providing information and ensuring transparency in the evaluation of District planning and the institutional effectiveness process.

Timelines:
DC3 appoints members to a three-year term within a rotational cycle aimed at assuring ongoing expertise with regard to team expectations and process knowledge.

July: DCAS and IERT evaluate the planning and budget process for the current year
August: IERT summarizes prior year Key Predictive Indicators; Goal Achievement, and SLO results
September: IERT prepares analysis and final Institutional Effectiveness Report
October: IER report presented to the Board of Trustees

In specific, the team is charged with oversight of the following:
- Examining:
  - Program Review
    - Academic Program Review
    - Administrative Services Review
    - Shared Decision Making Review
    - Student Services Review
  - Planning
    - Long Term Plans (Educational Master Plans)
      - Program and Service Vitality Review
      - Key Predictive Indicators and Student Achievement Data
    - Short Term Plans (Annual Action Plans)
    - Evaluation and Assessment of Planning and Goal Achievement
      - Planning and Budget Process Review
      - Goal Achievement Evaluation
  - Student Learning Outcomes
    - SLO and AUO Assessment
• Providing an overview and analysis of the results of these components and highlighting opportunities for improvement in the upcoming academic year
• Compiling these results in a succinct report reflective of the level of institutional achievement in attaining performance goals
• Reviewing recommendations to be utilized in improving the planning and budget development process
• Serving as a resource to constituent groups on information related to the assessment of institutional effectiveness
• Participating in presentations relative to the assessment of institutional effectiveness
• Working directly with the Vice Chancellor to serve as continuous improvement process review team for District-level Institutional Effectiveness Review

Expectations of the IERT Members:
• Attend scheduled meetings
• Learn the institutional effectiveness process
• Support the role of the team in the strategic planning protocol
• Employ a “District” perspective as well as a “constituent” perspective in discussions and in decision-making activities
• As appropriate, communicate and explain team recommendations and the status of the assessments and institutional effectiveness processes to respective constituent groups

Special Guidelines, Parameters, and/or Resources:
• Responsible for communication with constituent groups regarding the District IER
• Reflects annual assessment based upon both current and long-term District goals and targets
• Promotes district community involvement and consideration during preparation of the IER
• Highlights unusual items and/or provides information on substantive changes from previous IER reports
• Vice Chancellor for Educational Planning and Services serves as Team Sponsor
• Member of Administrative Services Team (AST) serves as Recorder

Goals:
• Utilize the strategic planning protocol to ensure institutional effectiveness is a driving force in achieving the Board of Trustee’s Strategic Plan (Mission, Vision, Values, Short-term and Long-range Goals)
• Support transparency in integrated planning and institutional effectiveness cycle
• Communicate the annual institutional effectiveness review and promote understanding of these processes across the broader YCCD community
• Implement clear processes by which annual assessment of institutional effectiveness occurs
• Evaluate the annual institutional effectiveness review and identify opportunities for improvement to enhance institutional effectiveness and annual planning to increase student success, student learning and completion
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<thead>
<tr>
<th>Committee Member Position</th>
<th>Term</th>
<th>Member</th>
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<tbody>
<tr>
<td>Vice Chancellor, Educational Planning &amp; Svcs</td>
<td>Ongoing By Position</td>
<td>Kayleigh Carabajal</td>
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<tr>
<td>Academic Senate Representative - WCC</td>
<td>2013-2015</td>
<td>Christopher Howerton</td>
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<td>Academic Senate Representative - YC</td>
<td>2013-2015</td>
<td>Gregory Kemble</td>
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<td>Classified Staff Representative</td>
<td>2013-2015</td>
<td>Joseph Stottmann</td>
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<td>President – WCC</td>
<td>Ongoing By Position</td>
<td>Michael White</td>
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<td>Jane Harmon</td>
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<td>WCC Management Representative</td>
<td>2013-2015</td>
<td>Molly Senecal</td>
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<tr>
<td>YC Management Representative</td>
<td>2013-2015</td>
<td>Brian Jukes</td>
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Approved: 2/25/2014
Updated: 7/24/2014