A. The Office of Institutional Effectiveness is responsible for coordination of college planning, evaluation, and reporting. In its role of overall integration of these efforts, the Office of Institutional Effectiveness performs the following functions:

1. Coordinate an integrated, perpetual, campus-wide planning system as designed, implemented, and administered by a planning council.

2. Evaluate the extent to which the College's statement of purpose is being accomplished.

3. Document the relationship of institutional goals, programs, services, policies, and activities to the College's statement of purpose.

4. Initiate, conduct, and coordinate evaluation activities so as to compare actual results to planned goals.

5. Disseminate evaluation findings to ensure their review and discussion.

6. Document the extent to which the College uses evaluation findings to reevaluate goals, to make essential improvements, and to plan for the future.

7. Establish a central location where copies of evaluative reports are filed.


9. Conduct program audit and program review.

10. Prepare the College Institutional Effectiveness Plan, coordinate its implementation, monitor indicators of institutional effectiveness, and serve as the primary institutional effectiveness resource to the President's Executive Council in its decision-making role.

11. Support the self-study process by serving as the primary resource office for Southern Association of Colleges and Schools’ reaffirmation.

12. Prepare and submit required reports to external agencies.

13. Coordinate the distribution of faculty performance appraisal forms and analyze and distribute the results of the appraisals.

14. Perform other related functions incidental to the work described herein.