

## INSTITUTIONAL EFFECTIVENESS PROCEDURE

### I. Procedure

Western Dakota Tech (WDT) will engage in the following institutional effectiveness procedures to determine the extent to which the College is continuously improving and meeting annual benchmarks and strategic targets. Administration, academic programs, and operational units will adhere to the following requirements:

- A. Administration will use the College's shared governance system to develop and implement a five-year strategic plan. Administration will begin this process at least one year prior to the expiration of the current strategic plan. The College's mission and vision statements will be reviewed, and as needed updated during the development of the five-year strategic plan.
- B. Administration will develop annual benchmarks that demonstrate progress toward the College's strategic plan targets.
- C. Academic programs and operational units will develop annual unit plans that include goals, tasks, intended results, assessment measures, status reports, actual results, data analysis, and use of results to show how programs and units contribute toward accomplishing annual benchmarks and strategic targets.
- D. Academic programs and operational units will create annual unit reports that analyze the previous year's unit planning efforts and results.
- E. Academic programs will develop assessment of student learning plans that include learning targets, data collection, and analysis of results to show student learning outcomes and improvement planned for the future.
- F. Academic programs will create annual assessment reports that analyze the previous year's assessment planning efforts and results.
- G. Academic programs and operational units will use results from planning and assessment efforts to inform annual budget requests.
- H. Academic programs and operational units will complete a program or unit review at least once every five years. Program and unit reviews will take a holistic view of program and unit operations to measure effectiveness and identify opportunities for improvement. Program and unit reviews will include analysis by internal and external reviewers who will provide feedback to programs and operational units.
- I. Administration will prepare an annual institutional effectiveness report that will show evidence of performance in its academic and operational units and progress toward benchmarks, strategic targets, and student learning goals. The annual report will show the College learns from its operational and academic experience and applies that learning to improve institutional effectiveness at both the College and unit levels. The report also will show how WDT uses data to improve overall quality and the service provided to students, faculty and staff, and the community.

**II. Definitions - None**

Legal References: None

Board Approved 6/25/2018; 2-year Review – No substantive change 09/20/2019