### [Institutional Effectiveness & Assessment Committee](https://www.sac.edu/committees/IEA/Pages/default.aspx)

**Purpose**

The Institutional Effectiveness & Assessment (IE&A) Committee is the participatory governance committee responsible for reviewing all college planning efforts and making recommendations to College Council regarding systematic and integrated planning. Recommendations from the Program Review Committee, Student Services, and Administrative Services are used by Institutional Effectiveness & Assessment Committee to inform updates and changes to the Education Master Plan, as well.

**Charge**

The Institutional Effectiveness & Assessment Committee:

* Manages institutional planning processes, including accreditation, student and program learning outcomes (SLOs and PLOs), and program review.
* Reports on institutional learning outcomes (ILOs) and communicates with internal and external constituents about the college's results.
* Provides oversight and coordination for accreditation reports and processes.
* Provides support for educational master planning, matriculation, and enrollment strategies.
* Manages and implements processes for annual review and update of the Participatory Governance Handbook. Engages all Reporting Committees, College Council, Academic Senate, CSEA 579, and Associated Student Government in the process of evaluating corresponding participatory governance procedures for recommendation to College Council during the spring semester.

**Procedures**

* Co-chairs meet to develop meeting agenda.
* Action items on meeting agenda are voted on by members of committee, provided that a quorum (50%+1 member) is established at the beginning of meeting.
* Subcommittees (Accreditation, Outcomes Assessment and Program Review, Enrollment Management) report out on progress at each IE&A meeting.

**Meeting Frequency**

The Institutional Effectiveness and Assessment Committee meets on a monthly basis on the first Wednesday of each month during the academic year from 2:00 to 3:00 pm.

**Membership**

* Dean of Academic Affairs (Co-chair)
* One Dean (appointed by President’s Cabinet)
* Faculty Co-chair (appointed by Academic Senate)
* One Faculty Representative (appointed by the Academic Senate) from each of these recommended areas (Business, Continuing Education, Counseling, Fine & Performing Arts, Humanities, Human Services, Kinesiology, Library, Mathematics, Health Sciences, Sciences, Social Sciences, Student Services, and Technology)
* Program Review Committee Chair (ex-oficio)
* Outcomes Assessment Faculty Coordinator (ex-oficio)
* Accreditation Faculty Coordinator (ex-oficio)
* Vice President of Student Services or designee
* Research Analyst Director of Research or designee (ex-oficio possibility)
* Two Classified Staff Members (appointed by CSEA 579) One Vacancy
* Student (appointed by ASG)

**The Institutional Effectiveness & Assessment Committee is supported by the following Sub-Committees**

* Program Review
* Outcomes Assessment
* Accreditation
* Enrollment Management