

Gavilan Community College
Institutional Effectiveness Committee - By Laws

ARTICLE I
NAME

1.1 NAME

This committee shall be known as the Institutional Effectiveness Committee (IEC) and is an INSTITUTIONAL STANDING COMMITTEE.

ARTICLE II
PURPOSE

2.1 PURPOSE

The purpose of this committee is to facilitate and standardize the program review processes required by Accreditation Standards, the Educational Code of California, Title 5 Regulations and Board Policy.

The general responsibilities of the Institutional Effectiveness Committee include:

- 2.1.1 The IEC supports the programs undergoing the self-study and status update processes.
- 2.1.2 The IEC advises President's Council and the Board of Trustees concerning program review.
- 2.1.3 The IEC oversees the review process to maintain consistency in the development, selection, and application of criteria and guidelines. The IEC revises procedures when appropriate.
- 2.1.4 The IEC reviews the outcome of the previous year's recommendations.
- 2.1.5 The IEC submits the completed program review self-study to include the program plan and Budget Request form to the President's Council before the end of the academic year.
- 2.1.6 IEC recommendations will include resource allocation requests that will be incorporated into department budget requests and program plans.
- 2.1.7 The IEC recommends a list of programs and services designated for review within specific timelines.
- 2.1.8 The IEC provides program models to aid programs in conducting their self-study.
- 2.1.9 The IEC reviews program self-study reports to ensure all programs include Student learning Outcomes including assessment of those outcomes.
- 2.1.10 The IEC conducts an annual evaluation of the IEC process.
- 2.1.11 The IEC conducts a yearly orientation for new members and for those undergoing the self-study process.
- 2.1.12 The IEC develops procedures and protocol for discontinuing programs.

ARTICLE III
MEMBERSHIP

3.1 MEMBERSHIP

Membership shall be appointed by the represented campus groups.

- 3.1.1 Membership shall consist of representatives or appointees from the following areas:
 - Two (2) Professional Support Staff representatives appointed by the CSEA President
 - Four (4) Faculty appointed by the Senate President
 - One (1) Associated Student Body representative appointed by the ASGC President
 - One (1) Administrative Representative appointed by the Superintendent/President OR Leadership Council
 - One (1) Director/Confidential representatives appointed by the Director/Confidential Council Chair
 - Director of Institutional Research
 - Vice President, Academic Affairs – ex-officio member
- 3.1.2 Additional committee members may be appointed by the IEC Chairperson to serve on an ad hoc committee, if deemed necessary, to facilitate the completion of the tasks set for the semester.
- 3.1.3 Members agree to serve a two-year term based on a July 1/June 30 program review/academic year cycle and attend regularly scheduled meetings.
- 3.1.4 Appointments shall be made at the end of the academic year for the upcoming year, or upon resignation of a member.
- 3.1.5 The Chairperson shall be chosen via an internal hiring process

ARTICLE IV MEETINGS

4.1 MEETINGS

- 4.1.1 Meeting dates and times shall be set by members based upon need and work schedules. The minimum is at least one meeting monthly, but typically bimonthly.
- 4.1.2 Special meetings, including retreats, may be called by the Chairperson.
- 4.1.3 Meetings shall be open to the college.
- 4.1.4 Decisions shall be reached through a majority vote.
- 4.1.5 Clerical responsibilities for minutes, reports, agendas, policy changes, correspondence and other written committee business shall be assigned and coordinated by the IEC Chairperson.

ARTICLE V ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

5.1 ORDER OF BUSINESS AND PARLIAMENTARY PROCEDURE

Robert's Rules of Order, (most current revision), shall be the authority on order of business and parliamentary procedure in both regular and special meetings.

- 5.1.1 A quorum shall exist when a majority of the voting membership are present.
- 5.1.2 Amendments to the bylaws may be proposed at any regular meeting of this committee. Amendments shall be adopted by a majority vote of the voting membership.