West Los Angeles College

Proposed Process for Evaluating Institutional Effectiveness

Purpose
The intent of this process is to improve student learning, to improve instructional programs, to improve institutional effectiveness, and to determine what actions to take to achieve the goals of the college. The process for program review, planning, and budgeting described below seeks broad inclusive participation at all levels, from disciplines members to the college-wide community, in a self-reflective dialog on the effectiveness of the college’s programs.

Program Review and Planning
1. On a 6-year cycle, in consultation with members of the division or program, the division chair or program director prepares a comprehensive evaluation using a college-approved assessment and planning instrument that guides the evaluation.

2. Based on the comprehensive self evaluation, in consultation with the members of the division or program, the division chair or program director develops objectives that support and implement the college’s Educational Master Plan, Student Services Plan, Technology Plan, and/or Facilities Plan. In consultation with the members of the division or program, the division chair or program director develops action plans to achieve those objectives.

3. Every 2 years thereafter, the division chair or program director uses the instrument to prepare a progress report on the evaluation and the action plans.

4. Annually, in consultation with the members of the division or program, the division chair or program director uses the instrument to prepare a prioritized list of budget requests that will improve their program(s) and will align with the Educational Master Plan, Student Services Strategic Plan, and/or Technology Plan.

Validation and BudgetPrioritization
1. The appropriate Vice President ensures that the evaluations are validated.

2. The three Vice Presidents prioritize all budget requests received and forward the requests to the Budget Committee.

5. The Budget Committee reviews and provides additional financial information related to the prioritized list of budget requests and forwards the prioritized list of budget requests to the College Council. The Budget Committee forwards the prioritized list of budget requests to the College Council. The College Council recommends allocation of budget to the college president.
Process Evaluation for Improvement

The Educational Policies and Standards Committee, in consultation with the Program Review Committee, evaluates the institutional effectiveness process every two years and makes recommendations for improvement to the Academic Senate and College Council.