

# College of The Albemarle Procedure

Procedure Number: 2.3.2.1

Pages: 1 of 2

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**Title: Institutional Effectiveness Planning**

**Related Policy: Policy 2.3.1 Mission Statement; Policy 2.3.2 College Planning**

**Division of Responsibility: Institutional Research, Planning, Effectiveness and Technology**

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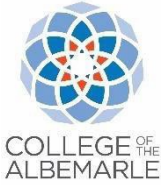
## I. INSTITUTIONAL EFFECTIVENESS REVIEW CYCLE

The College follows institutional effectiveness planning cycles as detailed in the chart below. Reviews shall be initiated by the Office of Institutional Research, Planning, and Effectiveness. The appropriate administrator shall oversee the process and report results to his or her supervisor; documentation of reviews shall be kept by the Office of Institutional Research, Planning, and Effectiveness.

Type of Review	Frequency of Review
A. Guiding Statements and Documents Mission Vision Values Strategic Plan	Every three to five years
B. Institutional Objectives Unit Action Plans	Annually
C. Academic Program Reviews	Every three to five years
D. Performance Student Learning Outcomes Student Performance Measures General Education Competencies Student Satisfaction	Annually

### A. Review of Guiding Statements and Documents

College of The Albemarle shall review its mission and vision statements, core values, and strategic plan on a periodic basis. This periodic review may occur as frequently as once a year, but it shall not be less than once every five years. The College is committed to inviting broad based, campus wide feedback throughout the review process. To this end, the format and timeline of the review may change from one cycle to the next; however, the review shall include the following participants: Academic Affairs and Curriculum Committee; Faculty Senate; Staff Council; the President's Leadership Team; and the Board of Trustees Policy, Planning, and Student Success Committee. The Board of Trustees is responsible for the final review and approval of the mission and vision statements, core values, and strategic plan of the College.



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Procedure Number: 2.3.2.1

Pages: 2 of 2

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## B. Institutional Objectives and Unit Action Plans

Institutional Objectives are based upon the goals within the Strategic Plan. Data related to institutional objectives shall be reviewed annually and the results presented to the President’s Leadership Team (PLT). Based upon annual results, the PLT may update institutional objective targets for the following year.

Unit Action Plans (UAPs) shall be utilized annually. The purposes of UAPs are to ensure the evaluation of previous unit-level goals and to plan for the upcoming year. UAPs are used to identify continuous improvement strategies as well as the accompanying personnel, equipment, and other resource needs and link them to the strategic plan.

## C. Academic Program Reviews

College of The Albemarle monitors the quality and viability of each of its curriculum, continuing education, and Basic Skills programs as required by the North Carolina State Board of Community Colleges ([1B SBCCC 400.3 Program Review](#)). Each program shall be reviewed at least every three to five years with regard to the achievement of its stated purposes, quality of instruction, curriculum design, financial cost, student outcomes, employment measures, and contributions to the overall mission of the college.

## D. Review of Performance

COA shall administer reviews of the following areas annually: student learning outcomes, student performance measures, general education competencies, and student satisfaction. Other reviews, such as administrative support, academic support, and student support, shall be done within the context of annual data analyses on performance within the appropriate division(s).

## II. SURVEYS

To ensure maximum effectiveness, efficiency, and support to the College’s purpose, all surveys designed shall be reviewed and coordinated by the Office of Institutional Research, Planning, and Effectiveness. The Office of Institutional Research Planning, and Effectiveness shall provide assistance in survey design and data collection.

June 13, 2023

September 4, 2024

N/A

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**Date Approved by President’s Leadership Team**

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**Date of Last Review**

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**Date of Last Revision**