

## Procedure 2102 – Institutional Planning and Effectiveness

Driven by the desire for continuous quality improvement and the commitment to provide effective and efficient operations and services, the College is bound by the standards of three guiding policy directives (PD): Barton Policy Governance; Higher Learning Commission (HLC) Open Pathway accreditation standards, and the Kansas Board of Regents (KBOR) Foresight 20/20 Strategic Plan. To responsibly account for the diverse standards of the guiding policies, a comprehensive document of accountability is necessary. Strategic planning is the measure of accountability for formulating the College's approach to mandated **policy** PD.

**Barton Strategic Planning (BSP):** In 2006-2007, and again in 2011-2012, the college underwent development of a five year strategic planning guide. In turn, the strategic planning document serves as the foundation for the development and implementation of the yearly BSP. Each summer, the BSP is evaluated for its ongoing relevance and effectiveness in meeting the Strategic Statements of the five year plan and that in turn support the standards of the influencing PD.

**Barton Yearly College Planning (BYCP):** Beginning in 2007-2008, the college implemented yearly college planning that is in response to the planning matrix identified in the five year BSP. The BYCP recognizes the strategic goal statements/objectives that are each supported by measurable goals that provide indicators for benchmarks of success. Each summer, the BYCP is evaluated for meeting strategic goals according to successful completion of goal benchmarks.

**Barton Policy Governance:** The current Board policy governance was developed on the concept of John C. Carver's model of Effective Board Policy Governance. As adopted by the College Trustees, governance policies identify a framework of institutional requirements, ENDS directives, and executive limitations for guiding College operations. Specifically, ENDS number eight is titled Strategic Planning and it stipulates "The College mission will be supported by strategic planning emphasis."

**Higher Learning Commission (HLC) Accreditation:** In 2008-2009, Barton applied for and received conditional Academic Quality Improvement Program (AQIP) status and initiated steps to meet AQIP accreditation standards and continued HLC accreditation criteria. In same year, AQIP action projects were identified that supported yearly college planning objectives. As a matter of practicality, AQIP accreditation and ensuing action projects are integrated into college planning efforts. College planning and AQIP accreditation measures and initiatives are recognized as being integral components that enhance one another. In 2012-2013, HLC provided Barton with institutional access to a new accreditation format – Open Pathways. This accreditation format allows for a ten year timeframe for accreditation compliance and has greater compatibility with long term strategic planning, in that contributing accrediting elements remain constant for an extended time frame. In 2013, Barton was approved for Open Pathway accreditation.

**KBOR Foresight 20/20 Strategic Plan:** In response to the KBOR strategic planning document, Barton has established institutional goals that support KBOR strategic policy directive of increasing higher education attainment among Kansans.

**Strategic Goals:** The BSP identifies four overarching strategic goal statements that reinforce and support the mission and vision of the College.

**Yearly College Planning Initiatives:** The BYCP contains objectives that derive from the four overarching strategic goal statements and that address the influencing PD.

**Performance Indicators:** Each objective is operationally defined through measurable performance indicators. Individual performance indicator outcomes serve as the basis for determining whether the associated yearly college planning initiative was effectively addressed.

## **DELETE**

**Role of Committees:** In overall support of strategic planning principles and HLC/AQIP standards, Barton has identified multiple committee structures with each committee serving a specific role in supporting strategic planning, yearly college planning, and/or AQIP accreditation standards. The committees and memberships are identified in this document and are instrumental in directly meeting planning goals and accreditation standards. There are numerous other institutional committees of a short or long term nature that are in operation and not listed in this document. These unlisted committees serve as resources for committees identified in this document. When a committee is formulated, two immediate questions must be asked: 1) is the committee going to support and/or address a planning initiative; and 2) is the committee going to support and/or address an accreditation standard. If either question results in a “no” response, the value of the committee must be questioned.

### **ALL-COLLEGE FORUM**

#### **AQIP – Leading and Communicating**

**Purpose:** A meeting of all College employees to be called monthly, or as needed, by the President. Forums are intended to serve as an open dialogue to facilitate organizational communications. On occasion, they will provide a hearing for new or prospective proposals affecting the college or its personnel.

While all employees are encouraged to introduce topics for discussion, forum agendas will often reflect issues generated by the President or other college staff members.

### **LEARNING, INSTRUCTION AND CURRICULUM COMMITTEE**

#### **AQIP – Teaching and Learning Improvement**

**Purpose:** To guard the academic integrity of the college; to assure that all certificates and degrees are of uniformly high quality with currently valid course content; to evaluate proposals; to suggest additions, deletions or modifications to course content or Master Syllabi; to propose changes to course, programs, or pre-requisites that enhance transferability; to assist in the incorporation of Advisory Committee input in the enhancement of certificates and degrees; to review new programs of study; to set high standards of performance for both teaching and learning; and to make recommendations to the Vice President of Instruction and Student Services pertaining to such academic and curricular matters.

### **OUTCOMES ASSESSMENT COMMITTEE**

#### **AQIP – Institutional Effectiveness - sub team of Teaching and Learning Improvement**

**Purpose:** The purpose of this Committee is to update and ensure the implementation of the College’s Annual Outcomes Assessment Plan as it relates to the Strategic Plan.

### **COLLEGE PLANNING COORDINATING COMMITTEE (AQIP Quality Council)**

#### **AQIP – Quality Council/Oversight Team**

**Purpose:** In accordance with Board of Trustees Policy ENDS statements, oversee development and monitor a comprehensive and strategic plan for the future of the college; to address annual operational planning needs; to

support continuous improvement of the college accordingly; to make recommendations to the President regarding continuation of college accreditation and college advancement.

### **FACULTY COUNCIL**

**Purpose:** Faculty Council serves as the agency of the Faculty in submitting to the Vice President of Instruction and Student Services, and the President decisions on policies regarding academic, professional, and curricular matters. The Faculty shall, through its committees and organizations of the Faculty (e.g., Faculty Council, advisory boards, committees, etc.), and in cooperation with appropriate administrative offices, assist in the implementation of policy decisions.

### **PUBLIC RELATIONS ADVISORY BOARD**

#### **AQIP – Leading and Communicating**

**Purpose:** Will act as an advisory group providing broad based input for the development, monitoring and maintenance of a comprehensive plan to market the College; to consider image, articulation of mission and goals to the public, branding, promotional initiatives, public information approach, etc.

### **PROGRAM TOPICS AND PROCESSES COMMITTEE**

#### **AQIP – Institutional Effectiveness**

**Purpose:** An organized group that meets monthly to analyze program support functions and establish/revise processes as necessary.

### **PROFESSIONAL DEVELOPMENT COMMITTEES**

#### **AQIP – Valuing People**

**Purpose:** To develop and deliver programs and activities for the professional enrichment of college personnel; to determine which off-campus professional development activities should receive college support; and to make recommendations to the President which pertain to the professional development goals of faculty and staff, in order to promote excellence at the College

### **FACILITIES PLANNING COMMITTEE**

#### **AQIP – Supporting Institutional Operations**

**Purpose:** To address and anticipate physical plant needs and recommend plans and times schedules for facilities and grounds development that allow for uninterrupted college services and optimal facilities usage.

### **INFORMATION TECHNOLOGY COMMITTEE**

#### **AQIP – Supporting Institutional Operations**

**Purpose:** To review, evaluate, address and anticipate College-wide technology demands and provide

recommended technology strategies, plans, and policies that respond to current and forecasted College needs. Identify opportunities where information technology could assist the College in achieving current and future goals, plans and ENDS.

## **SERVICE ENHANCEMENT COMMITTEE**

### **AQIP – Institutional Effectiveness**

**Purpose:** The Service Enhancement Committee (SEC) functions to address issues impacting the delivery of quality services college-wide. It is not the intent of this committee to process every aspect of quality service, but rather to focus on situations where: 1) service has been acknowledged as not meeting college expectations and little progress has been made over time, 2) there is the need for a quick change/adjustment if at all possible, and/or 3) there are areas of complexity which require input and conversations with a variety of individuals in order to make adjustments which best serve the college mission. Membership of this committee is broad to enrich discussions and ensure decisions are made based upon accurate information.

Based on policy 1102; revised and approved by President on 10/24/11)





















