Procedure 2102 – Strategic Guide for Planning, Accreditation, and Institutional Committees

Driven by the desire for continuous quality improvement along with requirements to provide operations and services that are supported through strategic planning principles and that are in accordance to Higher Learning Commission (HLC) Academic Quality Improvement Program (AQIP) accreditation standards, and Kansas Board of Regents (KBOR) Performance Agreement guidelines, the following guide is presented.

Strategic Planning: In 2006-2007, the college underwent development of a five year strategic plan that solicited the input of the general college community and members of the public. The foundation for the development of the Barton Success Plan is in accordance to the Barton Board of Trustees' governance policies and the eight ENDS statements outlining the Trustees' vision for the future. Each summer, the Barton Success Plan is evaluated for its ongoing relevance and effectiveness in meeting the Strategic Statements of the five year plan and that in turn supporting the Board of Trustees' eight ENDS statements.

Yearly College Planning: Beginning in 2007-2008, the college implemented yearly college planning that is in response to the planning matrix identified in the five year Barton Success Plan. The Barton Yearly College Plan recognizes 6 strategic goal statements/objectives that are each supported by measurable goals that provide indicators for benchmarks of success. Each summer, the Barton Yearly College Plan is evaluated for meeting strategic goals according to successful completion of goal benchmarks.

Academic Quality Improvement Program (AQIP): In 2008-2009, Barton applied for and received conditional AQIP programming status and initiated steps to meet AQIP accreditation standards. In same year, AQIP action projects were identified that supported yearly college planning strategic goal statements. 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.

Performance Agreements: In response to the KBOR Performance Agreement format, Barton has established institutional goals that support the KBORs' goals. The goals include indicators for measuring progress toward each institutional goal; identification of baseline values for each of the proposed indicators; and target values for each of the proposed indicators. The amount of new funding awarded shall be determined by the amount of continuous directional improvement toward the institutional goals included in the Performance Agreement. Barton is currently operating within an approved three year Performance Agreement planning cycle that concludes in fiscal year 2011. Beginning with the next planning phase, Performance Agreement planning initiatives will be identified and in support of strategic planning goals and AQIP accreditation standards.

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)