11.0 Research, Planning and Institutional Improvement

11.1 Planning
11.2 Community Relations
11.3 External Grants

Lincoln Land	Subject:	**Planning**
Community College	Policy Number:	**11.1**
	Officer Responsible:	Assistant to the President, Planning and Institutional Improvement
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	5.1

Policy Statement: It is the policy of Lincoln Land Community College to develop and maintain an institutional effectiveness, planning and improvement process that is evidence-based and includes representatives of the college community in setting priorities, guiding decision-making, and allocating resources to ensure that the College is meeting the needs of all of its constituents. As a result, the college will participate in periodic strategic planning processes. The strategic plan will be an active document that should lead the college into annual operational, tactical planning and assessment.

The purpose of this policy is to maintain a college-wide coordinated planning and assessment process that ensures a culture of decision making for improvement based on data and assessment activities associated with the strategic plan, vision, core values, mission, and goals of the college-wide community.

The continuous assessment of the quality of academic, student services and administrative programs at Lincoln Land Community College is a necessary component of institutional planning and improvement. The process of assessment is for the sole purpose of continuous quality improvement.

This policy and procedures memorandum applies to all units of the College.

Lincoln Land	Subject:	**Planning**
Community College	Policy Number:	**11.1**
	Officer Responsible:	Assistant to the President, Planning and Institutional Improvement
	Last Reviewed:	7/23/09
	Last Revised:	7/23/09
ADMINISTRATIVE	Effective Date:	2/24/98
PROCEDURE	Old Policy Number:	5.1

Procedure: In accordance with College policy, the following procedures will be used:

Under the authority of the Board of Trustees for Lincoln Land Community College and with the leadership of the President and the President's Cabinet the faculty, administration, and staff will develop and carry out the systematic review of all planning and assessment activities of the College.

Assessments *should include but shall not be limited to* the assessment of student learning based on the following:

- the level of preparedness of first-time entering freshmen
- academic preparedness of continuing students through competency testing
- graduating student academic performance
- retention/persistence studies
- program review
- the attainment of professional accrediting/credentialing standards as required by industry
- student passage rates of certification and licensure examinations in their respective fields of study
- the ease of program articulation and transferability to other institutions
- educational support through administrative and student services activities and various satisfaction measures related to students, employees, etc.

Planning and Institutional Improvement Process

The Planning and Institutional Improvement Process Flow Chart (Attachment A) demonstrates the process involved in planning and assessment at Lincoln Land

Community College.

Institutional Research:

The Office of Institutional Research will be the primary repository for all college-wide data collection. The office will collect, compile, interpret, and report all data pertaining to college-wide performance measures.

Reports issued annually may include:

Enrollment Reports
Retention Reports
Graduate Satisfaction Surveys
Graduate Follow-up Surveys
Community College Survey of Student Engagement (CCSSE)
Student Opinion of Instruction

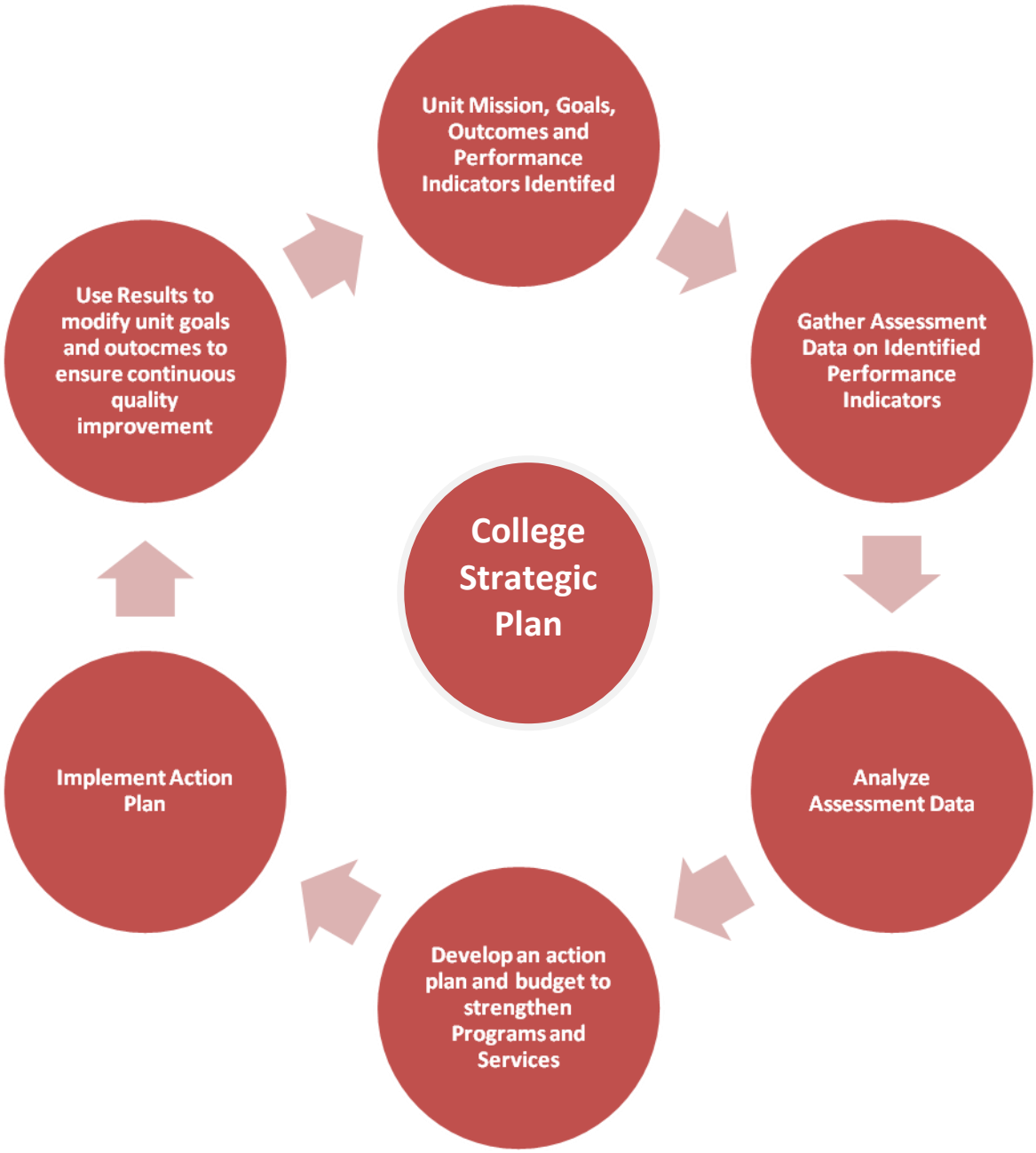
The Office of Institutional Research will approve, conduct and/or participate in any request for data involving identifiable populations of students at the college wide level, i.e., freshmen, Distance Education, Developmental, First generation. See attachment B. As with all institutional research, the office will follow FERPA legislation with regard to student privacy issues.

In addition, the Office of Institutional Research will assure the following at the college-wide level

- confirm no duplication of effort or redundancy
- review for accuracy and relevance
- determine usefulness of data collected
- assist with content questioning style not the content itself
- determine accuracy of the assessment tool being utilized

ATTACHMENT A

Conceptual Framework for Planning and Assessment



Attachment B-Institutional Research Form

INSTITUTIONAL RESEARCH (IR) REQUEST FORM

Requesting Department: _____ **Date Requested:** _____

Contact Person: _____ **Date Needed*:** _____
(*See Chart Below.)

Phone Number: _____

E-mail: _____

Time required to process requests:
Data already available - 1-2 Working Days
Data can be easily obtained - 1-2 weeks

Describe Data, Information, or Research Requested: ***(If filling out a report or writing a grant, please attach a copy of such that applies to the request below.)***

Please explain why you need this data:

I understand and will abide by the restrictions on the use of this data required by the Federal Educational Rights and Privacy Act (FERPA) of 1974, as amended.

Signature of Requester: _____ **Date:** _____

- - - - - - - - -To Be Completed by Institutional Research Office - - - - - - - - -

Date Received by IR: _____

Target Completion Date: _____

Date Completed: _____

Lincoln Land	Subject:	**Community Relations**
Community College	Policy Number:	**11.2**
	Officer Responsible:	Assistant to the President, Planning & Institutional Improvement
	Last Reviewed:	4/22/09
	Last Revised:	
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	5.3

Policy Statement: New initiatives shall be provided that link the College and the community effectively through a variety of experiences not necessarily associated with formal classroom education.

Lincoln Land	Subject:	**External Grants**
Community College	Policy Number:	**11.3**
	Officer Responsible:	Assistant to the President for Government Affairs & Director of Grants and LLCC Foundation Executive Director
	Last Reviewed:	4/22/09
	Last Revised:	4/22/09
	Effective Date:	2/24/98
BOARD POLICY	Old Policy Number:	5.4

Policy Statement: The College shall seek financial support through state, federal and private grants. Board of Trustees approval shall be required before a grant may be accepted.