

3.0 *Chief Executive Officer*

3.1 Institutional Governance

3.2 Responsibilities of the Chief Executive Officer

3.3 Organization of the College

3.4 Planning

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| Subject | Institutional Governance |
| Policy Number | 3.1 |
| Officer Responsible | President |

Policy Statement:

Lincoln Land Community College is committed to maintaining governance structures and processes that are open to, and encourage the participation of, the entire college community in the development and evolution of its policies and procedures. All individuals, through their unique perspectives, can make valuable contributions to governance that helps Lincoln Land Community College fulfill its mission.

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| Subject | Responsibilities of the Chief Executive Officer |
| Policy Number | 3.2 |
| Officer Responsible | President |

Policy Statement:

The President shall be the chief executive officer of the Board and of the College in accordance with the Act*. The primary roles of the President are: (1) to implement the policies of the Board; and (2) to provide direction for the operation of the College. In order for the Board as the policy-making body and the President as the administrative officer responsible for services to students and the community to work effectively, all formal communications and recommendations to the Board of Trustees are coordinated by the President.

More specifically, it is the responsibility of the President to -

- Develop the organizational structure of the College;
- Make recommendations on hiring, and where delegated to hire, all faculty and/or staff;
- Make recommendations on new or modified policies;
- Develop administrative procedures to implement policies;
- Conduct, or cause to be conducted, necessary research or studies to verify or justify courses of action taken or recommended;
- Provide opportunities for faculty, staff, and Board growth and development;
- Provide leadership and direction to move the College into a position of leadership among its peers;
- Represent the Board and College in a professional and supportive manner to the public and the media;
- Serve as the College's chief advocate before coordinating, regulatory, and legislative agencies;
- Make recommendations on all matters to come before the Board for its consideration;
- Represent the Board and College at professional and civic meetings; and
- Exercise discretionary authority consistent with Board policies in carrying out the responsibilities of the position.

Legal Citation:

* 110 ILCS 805/3-26

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| Subject | Organization of the College |
| Policy Number | 3.3 |
| Officer Responsible | President |

Policy Statement:

The President shall establish and maintain the organizational structure of the College and shall cause an organizational chart to be prepared and published from time to time.

Subject: Planning
Policy Number: 3.4
Officer Responsible: President

Policy Statement:

Lincoln Land Community College develops and maintains 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 its constituents' needs. As a result, the College will participate in periodic strategic planning. The strategic plan informs the College's annual operational planning and assessment.

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

Procedure:

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