

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 9.1.6

Title: Institutional Effectiveness	
Originated by: Director of Institutional Reporting and Instructional Technology	
Originated Approver: President/Board of Directors	Originated Date: 3/30/2021
Revised by:	Revised BOD Date:
Reviewed on:	

Policy Statement:

It is the policy of Manhattan Area Technical College that the Data Team committee be devoted to Institutional Effectiveness (IE). The Data Team will provide a forum for college representatives to participate in the coordination and evaluation of data to determine institutional effectiveness based upon established criteria and critical success factors.

Rationale:

The Data Team's purpose is to improve and support the College's data management and reporting functions in an effort to assist administrators and faculty in making data-informed decisions. The committee facilitates best practices in data management, maintenance, sharing, and reporting.

Procedure:

The mission of the Data Team is to improve and support the College's data management and reporting functions. The Data Team will be comprised of representatives across campus functional groups that use data on a regular basis. Members have complementary roles in creating, managing and promoting a common understanding of the institution's administrative, academic, and financial data (see Composition of the Committee).

In order to improve and support the College's data management and reporting functions, the Data Team will:

- Discuss best practices related to the consistency, accuracy, and availability of institutional data
- Review and implement institution-wide data management policies and operation procedures related to college institutional data assets
- Develop consistent processes for collecting, aggregating, reporting, and distributing data throughout the institution
- Ensure proper use and handling of data being created, collected, reported, updated, or deleted
- Evaluate data to determine institutional effectiveness based upon established criteria and critical success factors.

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Criteria for Evaluating Institutional Effectiveness:

1. Mission and Integrity
2. Preparing for the Future
3. Student Learning and Effective Teaching
4. Acquisition, Discovery, and Application of Knowledge
5. Engagement and Service
6. Distance Education

Critical Success Factors:

1. Accessible, Comprehensive Programs of High Quality
2. Student Satisfaction and Retention
3. Post Education Satisfaction and Success
4. Economic Development and Community Involvement
5. Sound, Effective Resource Management
6. Dynamic Organization Development

Composition of the Committee:

1. The following standing members (or designee)
 - Vice President of Student Success / CAO / CSSO
 - Vice President of Operations / CFO / Chief Human Resources Officer
 - Chief Information Security Officer
 - Dean of Career & Technical Education
 - Dean of Student Services / Director of Admissions
 - Director of Title III and Adult Education
 - Director of Institutional Reporting and Instructional Technology
 - Operations Coordinator
 - Director of Financial Aid
 - Human Resources Generalist
 - Database Report Writer
 - Registrar
 - Director of Academic Resources & Testing
 - Senior Administrative Assistant to the VPSS
2. Resources experts (ad hoc): Representatives will consist of, but not be limited to, individuals from Admissions, Financial Aid, Information Technology, Facilities, and HR/Business Office as deemed necessary by the committee chair.
3. The Data team is chaired by the Director of Institutional Reporting.

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Responsibilities of the Committee:

1. Use existing institutional data and additional evidence to inform its work.
2. Make recommendations, based upon evaluation of data, for the development and/or revision of college policies and procedures, programs, or other initiatives that support the College's mission and vision and the critical success factors indicated above.
3. Forward educational program and curriculum recommendations to appropriate governance committee. *(NOTE: Program reviews remain under the purview of the Assessment Committee. Data Team looks at overall program review numbers in relation to the Criteria and Critical Success Factors listed above.)*
4. Lead and coordinate accreditation activities and reporting to the Higher Learning Commission (HLC).
5. Forward strategic plan recommendations to the College's strategic planning team.
6. Provide college-wide forums for the discussion of college outcomes and achievements.
7. Subcommittees and/or ad hoc committees may be created with specific duties and responsibilities as determined and defined by the Data Team.

Meetings:

The committee will meet at least monthly during the academic year, unless additional meetings are warranted. Agenda items will be submitted to the Chair one week prior to the next regularly scheduled meeting.