

POLICY & PROCEDURES MEMORANDUM

TITLE:	PLANNING AND ASSESSMENT
EFFECTIVE DATE:	December 16, 2009* <i>(*Procedural/Title Updates 6/26/14)</i>
CANCELLATION:	AA-1210.1E (7/6/04)
CATEGORY:	Academic Affairs (AA)

POLICY STATEMENT

It is the policy of Delgado Community College to develop and maintain an institutional planning and assessment 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 stakeholders.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To maintain a college-wide, coordinated planning and assessment process that ensures a culture of decision making 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 instructional and service programs at Delgado Community College is a necessary component of institutional effectiveness. The process of assessment is for the sole purpose of continuous quality improvement.

2. **Scope and Applicability**

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

3. **Responsibilities**

Under the authority of the Board of Supervisors for the Louisiana Community and Technical College System (LCTCS) and with the leadership of the Chancellor, the College Council, and the [Council on Planning and Assessment](#), the faculty, administration, and staff will develop and carry out the systematic review of all planning and assessment activities of the College.

In support of [LCTCS policy](#), assessments *may include but not be limited to* the assessment of student learning based on the following:

- the level of preparedness of first-time entering freshmen;
- 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;
- program articulation and transferability to other institutions;
- educational support through administrative and student services activities; and
- various student satisfaction measures.

4. **Planning and Assessment Process**

The Planning and Assessment Process Flow Chart (Attachment A) demonstrates the college-wide process involved in planning and assessment.

5. **Planning and Assessment Procedures**

The procedures for the activities associated with the College's planning and assessment process are outlined in the annual [Planning and Assessment Cycle Calendar](#) and are monitored by the [Council on Planning and Assessment](#).

6. **Institutional Research Procedures**

To support the college-wide planning and assessment process, the College has established the following institutional research procedures:

A. **Requirements for Student-Related Research and Data Collection**

To ensure consistent, reliable data and to reduce duplication of effort, the Office of Research and Planning is responsible for managing data from and about the student population. Therefore, any program or department that collects or distributes student data, with the exception of data on student learning outcomes for individual programs or disciplines, must comply with college-wide data formats and forward data to the Office of Research and Planning.

Any data collection that meets the following criteria must be approved by the Office of Research and Planning, and the results must be submitted to Office of Research and Planning.

- Surveys and assessment measures addressed to graduates, former students, or employers of current or former Delgado students.
- Surveys and assessment measures addressed to populations such as all students, first-time students, developmental education students, students on a particular campus, etc.

B. Other Research and Data Collection

The Office of Research and Planning serves as a clearinghouse for institutional and educational research conducted by personnel of the College. This function enables the Office of Research and Planning to encourage and facilitate the research efforts of College personnel by providing assistance in planning and executing such efforts and enables the Office of Research and Planning to house a research library containing the results of such efforts. Further, the clearinghouse function enables the College to avoid duplication of efforts in the design or conduct of research studies and provides an inventory of studies underway and completed.

7. Cancellation

This policy and procedures memorandum cancels AA-1210.1E, *Institutional Effectiveness for Planning and Assessment*, dated July 6, 2004.

Policy Reference:

Policy and Procedures Memorandum, [Charter: Council on Planning and Assessment Louisiana Community and Technical College System Policy #I.1.014, Assessment](#)

Review Process:

Ad Hoc Committee on Organizational Effectiveness and Innovation 11/19/09
College Council 12/16/09
Vice Chancellor for Academic Affairs Approval – Procedural/Title Update 6/26/14

Distribution:

Distributed Electronically Via College's Intranet and E-Mail System

Attachment:

Attachment A - Planning and Assessment Process Flow Chart

PLANNING AND ASSESSMENT PROCESS FLOW CHART

Reference: [*Planning and Assessment Cycle Calendar*](#)

