

Strategic and Institutional Effectiveness Planning (SIEP) Procedure

7.14(a)

Chapter 7: General Administrative

Purpose: The purpose of the Strategic and Institutional Effectiveness Planning (SIEP) Procedure is to ensure clear, consistent and sustainable processes which align with the Strategic and Institutional Effectiveness Planning Policy.

Procedure: Under the direction of the President, faculty, administration, and staff, Rhodes State College will participate in a cycle of ongoing planning, implementation, assessment and improvement for both student learning and administrative unit services. The Office of Institutional Effectiveness Planning will facilitate the SIEP process providing consultation to College personnel regarding: (a) assessment processes and procedures; (b) data collection and measurement; (c) qualitative/quantitative analysis; (d) survey development; (e) research design, for identified areas of study; and (f) related topics which support planning, assessment, and decision-making.

- I. **Mission Review:** Proposed Mission statement changes will be submitted as needed. The College Mission statement and Extended Statement of Institutional Purpose (ESIP) will be reviewed every three years or as needed. Revisions to the Mission statement and/or ESIP must be submitted to the Board of Trustees in consideration for approval.
 - a. Mission statement review is conducted by engaging various stakeholder groups (i.e. faculty, staff, Board of Trustees, students, etc.) and involves an iterative process during: Executive retreats; College-wide strategic planning sessions, and Shared Governance Council/Committee meetings. During the review, the Mission statement is examined to determine if it remains relevant, taking the following into consideration if the Mission statement:
 - orients current/future employees in the same direction as the College and if they understand their role in furthering the Mission.
 - provides breadth and depth of the College's activities. makes the College distinctive and allows the reader to understand its desired outcomes.
 - clearly outlines the change Rhodes State intends to accomplish and conditions it hopes to improve.
 - can be communicated with ease.
 - b. The Extended Statement of Institutional Purpose (ESIP) will be reviewed and revised based on revisions made to the Mission statement and/or to reflect minor shifts/changes across the College.
 - c. Prior to submission to the Board of Trustees, the Vice President for Institutional Effectiveness Planning will submit the revised Mission and/or ESIP into the Shared Governance process.

- d. Upon approval by the Board of Trustees the Higher Learning Commission (HLC) Accreditation Liaison Officer will submit the revised Mission statement to HLC for approval.
- II. **Institutional Effectiveness:** The College will have a process by which systematic assessment of institutional effectiveness is conducted and the results used for continuous improvement.
 - a. Each academic and administrative unit will identify performance measures to assess operations, programs, and/or curriculum related to:
 - i. Institutional Learning Outcomes/General Education;
 - ii. Degree programs (i.e. program learning outcomes);
 - iii. Non-credit Training; and
 - iv. Institutional support services and auxiliary functions.
 - b. Key Performance Indicators (KPIs) will be reported to the Board of Trustees annually.
 - c. KPIs will be reviewed and/or revised as needed.
- III. **Strategic and Institutional Effectiveness Planning (SIEP) Budget Process:** The overall planning process is expected to contribute to the realization of Rhodes State's vision and mission. There will be College-wide alignment between the budget process, strategic plan and all academic and administrative decisions related to institutional effectiveness.
- IV. **Strategic Plan:** A current copy of the College's Strategic Planning framework will be maintained on the Rhodes State College website.
 - a. Initiatives and Action Plans are maintained in Rhodes State College's Strategic Plan repository;
 - b. Strategic budget allocations are maintained in Rhodes State College's Strategic Plan repository and Enterprise Resource Planning (ERP) system;
 - c. Performance Outcomes are maintained by the Office of Institutional Effectiveness Planning; andAnnual reports are provided to the Board of Trustees.
- V. **Procedure Review:**
 - a. The Strategic and Institutional Effectiveness Planning Procedure will be reviewed every three years or updated as needed, to reflect changes in College-wide structure, revision of accreditation standards and/or improvements to the overall process.

Related Policies or Procedures:

[Strategic Institutional Effectiveness Planning \(SIEP\) Policy 7.14](#)

History:

	Date:	Reason:
Issued:	06/21/2005	Original policy was reviewed and approved by Board of Trustees
Revised:	05/18/2010	Revised policy was reviewed and approved by Board of Trustees
Revised:	03/20/2018	Revised policy was reviewed and approved by Board of Trustees
Revised:	02/18/2025	Procedure created in accordance with SIEP Policy 7.14

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.