

## POLICY, PROCESS & PROCEDURES FOR INSTITUTION SET STANDARDS

Institutional Set-Standards (ISS) are an ACCJC accreditation requirement, as written in Standard I.B.3: “The institution establishes institution-set standards for student achievement, appropriate to its mission, assesses how well it is achieving them in pursuit of continuous improvement and publishes this information.”

ACCJC requires that the college have floor and stretch goals for various key performance indicators, including: course completion, transfer rates, degree completion, certificate completion, licensure pass rates and job placement rates. The Academic Senate determines the floor and stretch goals for institution set standards, and sends its recommendations to the President / Superintendent for final adoption. Once adopted, the college reports on the progress of meeting these goals in its Annual Report to ACCJC as well as in Institutional Self-Evaluation Reports and the Midterm Report. Discussion of progress made on institution set standards also occurs within Program Reviews.

### PROCESS OVERVIEW

The college sets its floor and stretch goals for Institution Set Standards in alignment with its Program Review process, which operates on a four-year cycle. The Academic Senate Executive Board (ASEB) requests updated institutional data from the Office of Institutional Research at the beginning of each Spring term to determine if floor and stretch goals need to be updated. If updates are required, ASEB brings the current ISS targets and its institutional data to the Academic Senate to help develop new floor and stretch targets. Updates to floor and stretch goals are determined on the combination of historical data, relevant labor market and economic data, and the qualitative expertise of faculty. Once updates have been approved by the Academic Senate, ASEB sends the Academic Senate’s recommendations to the President / Superintendent for final adoption. When the new ISS are adopted, ASEB notifies the IPRC and Institutional Research embed the updates in the data URLs and then it is published in the Assessment Management System used by the campus and post the new ISS on the college’s website. This ensures that departments can see their progress towards meeting Institution Set Standards in multiple ways.

### PROCEDURES

Setting floor and stretch goals for institution set standards occurs on a yearly basis and as needed. The timeline for determining institution set standards is as follows:

**February (start of new semester)** – ASEB requests institutional data from Institutional Research. The data will show historical numbers on each of the following metrics:

- Course Completion
- Certificate Completion
- Degree Completion
- Transfer Rates
- Licensures Pass Rates
- Job Placement Rates

If available, ASEB can also request all applicable data in these areas based on rolling 2-, 3- and 5-year averages.

**March & April:** ASEB considers whether new targets need to be set for the above metrics. If updates need to occur, ASEB prepares the ISS to be reviewed by the Academic Senate. Updates to floor and stretch goals are determined on the combination of historical data, relevant labor market and economic data, and the qualitative expertise of faculty.

The college reports out on its outcomes for the previous year for ISS in April of each year. As such, the most up-to-date information may not be available until April.

**Middle of May:** If the Academic Senate recommends updates to floor and stretch ISS, these are forwarded to the President / Superintendent for final adoption.

Once adopted, ASEB notifies IPRC and Institutional Research about updates to ISS so new targets can be published within the Assessment Management System and on the college's website.