



**Institutional Effectiveness Committee Structure
2021-2022**

Updated Fall 2021

DCC's MISSION:

Dawson Community College fosters a culture of excellence in education, providing quality learning and opportunities for growth and partnership in local and global communities.

DCC's VISION:

Dawson Community College strives to become the standard of excellence for higher education institutions.

DCC's CORE THEMES:

Excellence through Academics: This objective provides quality curriculum and instruction through multiple learning pathways, expanding opportunities in education adaptive to the needs of a changing student body

Excellence through Student Engagement: This objective provides a student-centered focus through student and academic support services, quality faculty and staff, residence life, clubs, and organizations

Excellence through Community: This objective provides the greater community lifelong learning opportunities through open access to the College

Excellence through Outreach: This objective provides opportunities for workforce development, apprenticeships and internships, continuing education, personal enrichment, and youth programming

Excellence through Recruiting: This objective provides opportunities to invite all learners to be a part of DCC, maintain sustained growth with not only more applicants but also better-prepared students equipped with tools for success

Excellence through Financial Practices: This objective provides budget oversight and expanded opportunities in education for both transfer and career and technical education and workforce development, as well as personal enrichment for our faculty, staff, students, and community

Excellence through Property and Learning Facilities: This objective provides the management of all grounds and facilities to help provide the best learning environment possible

INSTITUTIONAL EFFECTIVENESS COMMITTEE STRUCTURE

Through the Institutional Effectiveness Committee (IEC) structure, Dawson Community College offers a shared governance model where the college makes college-wide decisions through its committee structure. The purpose of the committee structure is to provide an open, inclusive, and transparent governance process that allows most faculty and staff to be actively engaged in discussing essential issues and decision-making at the college.

Many items that need DCC Board of Trustees (BoT) approval run through the IEC structure, various committees depending on the request, then moved for final approval to the Executive Cabinet. They then decide to be placed on BoT's agenda.

Agenda, Board packets, and Meeting minutes are shared with DCC employees and housed in the employee shared drive.

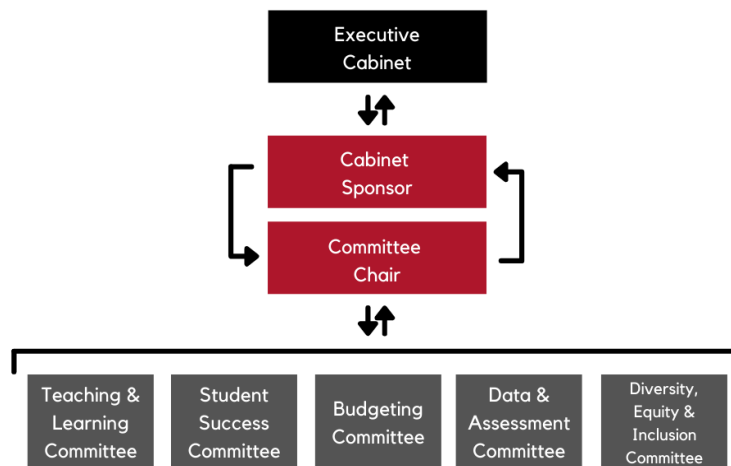
Furthermore, Executive Cabinet members provide area updates and discussions from meetings to the monthly faculty and staff meetings.

This handbook includes committee memberships, expectations, and guiding principles of our committee work at DCC, which the Executive Cabinet reviews each fall to ensure relevance and buy-in. Moreover, the handbook includes the purpose, charge, membership, and meeting schedule for each committee.

COMMITTEE EXPECTATIONS

- Committees will use the same guiding principles as outlined below.
- Committees will use consensus for decision-making when the agreement is not possible.
- Its impact on student success will guide the focus of our work.

Committee Structure Model



BOARD OF TRUSTEES (BoT)

COMMITTEE PURPOSE:

The Board of Trustees of Dawson Community College is responsible to all the citizens of the District for governance, regardless of political, social, fraternal, religious, or other affiliation.

The Board of Trustees is primarily concerned with creating, under existing law, policies for the District and evaluating the effectiveness of those policies.

COMMITTEE SCHEDULE:

The regular meeting of the Board of Trustees will be held at a time and place prescribed by the Board in regular session. Regular meetings are on the third Monday of each month at 5:30 p.m. at the Board Room on 300 College Drive, Glendive, MT 59330. Board may schedule additional meetings to address specific items as needed.

COMMITTEE MEMBERSHIP:

Chairman of the Board
Vice-Chair of the Board
Trustee
Trustee
Trustee
Trustee

EXECUTIVE CABINET

COMMITTEE PURPOSE:

The Executive Cabinet serves as a college-wide organization shared governance committee, with representatives from campus departments, constituencies, and committees. The Executive Cabinet serves as a forum that facilitates dialogue on college-wide issues. The Cabinet provides feedback and input on the college strategic plan, allocating resources, teaching and learning, student affairs, accreditation, and other major college initiatives. It is active in all college evaluation and improvement efforts.

COMMITTEE CHARGE:

- Provide input, guidance, and advice on the College's strategic plan, including the core theme measures.
- Provide feedback and input on Program Reviews before sending them to the Board.
- Understand the college data and its implications.
- Review and approve college policy.
- Be an active part of the College Accreditation process and provide ongoing monitoring, implementation, and continuous improvement of the self-evaluation process.
- Review and discuss college-wide recommendations from the college's standing committees.
- Provide feedback to President on issues of importance to the College.
- Update direct reports on information covered in meetings, thus engaging staff in broad issues of importance to everyone.

COMMITTEE SCHEDULE:

Meetings occur every Monday 10 am – 12 pm or as called by the Executive Cabinet Chair.

COMMITTEE CHAIR:

President

COMMITTEE MEMBERSHIP:

President

Vice President of Business & Finance

Dean of Student Success/Financial Aid

Athletic Director

Dean of Academics

Vice President of Academic and Student Affairs

Physical Plant Director

Vice President of Advancement and Human Resources

TEACHING AND LEARNING EXCELLENCE COMMITTEE

COMMITTEE PURPOSE:

The purpose of the Teaching and Learning Excellence Committee (TLE) is to ensure a relevant, rigorous, and quality college curriculum that reflects and builds on the community's economic needs, with attention to transfer opportunities and student educational goals. TLE reviews course and program curriculum recommend and approve changes as needed to maintain relevance, rigor, and consistency across all delivery and instructional modes.

COMMITTEE CHARGE:

- Review and recommend substantive changes (additions, deletions, amendments) to college courses and programs.
- Review instructional and assessment data, analyze its implications and recommend changes to program and instruction to improve student persistence, retention, and completion.
- Review and recommend changes to academic regulations and procedures
- Review and recommend changes to the college academic calendar, course schedule, and catalog
- Monitor progress toward the achievement of the following core themes:
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 - Coordinate the ongoing design and implementation of the DCC Student Learning Assessment Plan, ensuring that assessments are measurable and consistent across all delivery modes and instructors for each course
 - Investigate and recommend technology applications to store and track curriculum changes and document assessment results, evaluation, and strategic responses to those results

COMMITTEE SCHEDULE:

Meets once a month or more often as the committee chair, faculty, or administration call for.

The TLE Committee reserves the right to create task forces and special workgroups to address specific teaching and learning actions.

COMMITTEE MEMBERSHIP:

All Faculty (Full-time; Part-time; Adjunct)

Dean of Academics

Registrar

Academic Coordinator

COMMITTEE MEMBERSHIP:

Business Faculty

BUDGET COMMITTEE

COMMITTEE PURPOSE:

The Budget Committee reviews and revises the proposed departmental budget requests culminating in creating the College budget.

COMMITTEE CHARGE:

Budget Committee is the primary budget recommendation group for the College, therefore establishing recommendations to the Executive Cabinet on College budgetary matters. The Committee is responsible for reviewing the revenues and expenditures of the College.

COMMITTEE SCHEDULE:

Meets once a month, the third Monday of each month at 11 am MST.

COMMITTEE MEMBERSHIP:

President

Vice President of Business & Finance

Dean of Student Success/Financial Aid

Athletic Director

Dean of Academics

Vice President of Academic and Student Affairs

Physical Plant Director

Vice President of Advancement and Human Resources

COMMITTEE CHAIR:

President

DATA AND ASSESSMENT COMMITTEE

COMMITTEE PURPOSE:

The purpose of the Data and Assessment Committee is to build a data culture within the college by fostering data literacy through skill-building and staff engagement. The Committee will use internal and external data and assessment resources to plan and implement opportunities for staff and faculty to engage with student demographic data and student success measures.

The Data and Assessment Committee also develops and communicates an understanding of the College's strengths and weaknesses as viewed from data.

COMMITTEE CHARGE:

- Collaborate with institutional decision-makers to identify the appropriate student demographics and critical measures for the College and make recommendations.
- Reviews tools, reports, and surveys, providing feedback on structure, style, and content.
- Participate in developing and planning opportunities to facilitate understanding of student demographic data, student success measures, strategic plan measures, and communication.
- Act as leaders in data and measurement while championing the use of data-informed decision-making.

COMMITTEE SCHEDULE:

Meets once a month or more often as determined by the committee.

COMMITTEE MEMBERSHIP:

VPASA/Accreditation Liaison
Registrar
Dean of Academics
Academic Coordinator
Director of Enrollment
Dottie Evans
Faculty (Full-Time and Part-Time)
Adjunct Faculty
Marketing Director
Controller

COMMITTEE MEMBERSHIP:

Registrar

DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

COMMITTEE PURPOSE:

Working with DEI Consultant to create.

COMMITTEE CHARGE:

- Develop DCC Diversity Statement
- Define diversity, equity, and inclusion as it pertains to DCC
- Coordinate campus-wide training on diversity, equity, and inclusion
- Assess and identify high priority areas in addressing and continually working to improve diversity, equity, and inclusion

COMMITTEE SCHEDULE:

Meets once a month or more often as determined by the committee.

COMMITTEE MEMBERSHIP:

Faculty: Addiction Studies

Faculty: Music

Faculty: Chemistry

Human Resources Assistant

Online Specialist

Coach: Women's Basketball

Student Representative

COMMITTEE CHAIR:

Addiction Studies Faculty

STUDENT SUCCESS COMMITTEE

COMMITTEE PURPOSE:

The Student Success Committee will acknowledge and reduce barriers to success faced by many Dawson Community College students and improve retention and persistence levels for all students.

COMMITTEE CHARGE:

- Recruitment
- Enrollment
- Financial Aid
- Retention
- Student Life
- Bookstore
- Housing & Food Services
- Advising

COMMITTEE SCHEDULE:

Meets monthly on the second Thursday

COMMITTEE MEMBERSHIP:

Dean of Student Success
Director of Enrollment
Recruiter
Director of Housing
Faculty
Academics - Tutor
Coach
Accounts Receivable
ASB Representative

COMMITTEE CHAIR:

Director of Enrollment