

SWTJC Institutional Effectiveness Hours Policy Statement

All full-time faculty are expected to reach a total of sixteen (16) Institutional Effectiveness Hours (IEH'S) annually and reach minimums in at least two categories. The categories are as follows:

1. Program assessment - Creating, analyzing, and documenting program assessment involving both technical and academic programs (e.g. General Studies)
2. Unit action planning - Creating and documenting annual unit action plans¹
3. Professional development - Participating in Institutional Effectiveness (assessment and planning) related professional developmental activities
4. QEP(Reading/Writing/Critical Thinking) - Rating essays for the QEP process
5. Student engagement - Recruiting events, conducting student seminars, participating in student activities on campus

The following should be considered when claiming institutional office hours:

- IEH's can only be claimed for IE activities occurring only during the two 16-week fall and spring semesters.
- All IEH's claimed must be documented in a Unit Action Plan and/or Professional Development Plan.²
- IEH's claimed as a presenter/trainer for IE professional development may include up to 2 IEH's of preparation time for each IEH of presentation/training time.
- IEH's short of the sixteen hours will be made up during the week following May graduation.

All IEH's must be logged using the PD Planner. You will find "Fall Institutional Hours" and "Spring Institutional Hours" in the "Source" dropdown list. Click "Add" to log a new IEH. Enter the activity date; select the appropriate category, briefly describe the activity; indicate by number the related PD and/or UAP activity; and enter the length of time in hours. Click "View" to see a report of your current IEH log and totals by category. Amy Garcia (830) 591-7353 is available to answer your questions and provide assistance.

¹ For example, this would include meetings in which plans for improvement are made, assessment methodologies are devised, and follow-up (closing-the-loop) plans are prepared.

² Activities involving implementation of planning and assessment cannot be claimed. For example, time spent carrying out improvement strategies or grading assessments cannot be claimed.