

INTRODUCTION

Institutional Evaluation is a requirement of the individual colleges and institutes pursuant to Section 63 of the College and Institute Act (1996).

“An institution must plan for and evaluate its programs and operations on an ongoing basis and, on the request of the Minister, must report on these matters in a form the Ministry directs.”

In 1996 the BC College and Institute System developed and issued *Charting a New Course*, a strategic plan for the System. *Charting a New Course* has four goals; Quality and Relevance; Access; Affordability; and Accountability. To discharge the responsibilities of the Accountability goal the Standing Committee on Evaluation and Accountability (SCOEA) was established. SCOEA is comprised of representatives from students, Ministry, Boards, administration, faculty and support staff. The Standing Committee is fulfilling its role by advising the Minister on Section 63 College and Institute Act; and by advising the Boards re: Section 19 of the College and Institutes Act.

There are two major initiatives of SCOEA: system wide Key Performance Indicators with a report to the Minister, the Auditor General and the public at large; the other major initiative being institutional evaluation.

SCOEA, in working to develop strategies to meet the requirements of the Accountability goal, has revamped the institutional evaluation process. The objectives for the new institutional evaluation process are:

1. to provide meaningful data to the College Board which will assist the Board to
 - a) determine the health of the institution, and
 - b) plan for the improvement of the institution.
2. to create a “culture of evaluation” throughout the institution which will drive improvement and renewal.

SCOEA was guided by the following principles in developing the new institutional evaluation process:

- 1) must be ongoing not sporadic,
- 2) is driven by the strategic plan and focus on outcomes,
- 3) uses available data, including system Key Performance Indicators, and
- 4) is simple to understand and administer.

Thus, the Institutional Evaluation process differs from the previous model in two important aspects:

- 1) an increased emphasis on outcomes, and

- 2) it is to review the evaluation processes of the institution to ensure sound processes exist and to determine the degree of follow up to the findings of these evaluation processes.

A Guide for the new institutional evaluation process was developed and completed, ready for piloting. This was completed in December 1998.

The CNC College Board had as an objective for the 1998-99 term to conduct an institutional evaluation. The previous institutional evaluation was conducted in 1988-89. The institutional evaluation was to be conducted using the new process established by SCOEA provided the new process was ready.

In January 1999 the Board passed a motion directing that a college wide committee be formed to oversee the institutional evaluation project. A Steering Committee comprised of the College President, faculty, support staff, Board, administration and student representatives was to be formed.

The Steering Committee members are:

Dr. T. Weninger, President	Dr. R. Donovan, Administrator
Ms. J. Mastromatteo, Faculty Association	Mr. M. Krause, Board Member
Ms. K. Plett, Administrator	Ms. K. Davies, Administrator
Ms. C. Whitmer, Board Member	Ms. R. Crampton, Education Council
Ms. J. Carew, Support Staff	Mr. V. Gharakhanian, Administrator
Mr. C. Schloegl, Student Association	Ms. N. Krushelnicki, Administrator
Mr. J. Shaw, Support Staff	Mr. R. Miller, Administrator
Ms. B. Boese, Support Staff	Ms. H. Wanke, Coordinator

The Steering Committee met on the following dates:

February 5, 1999
February 11, 1999 _____ *Guests:* Kathleen Bigsby & John Cook
February 16, 1999
March 12, 1999
April 16, 1999 _____ *Guests:* Kathleen Bigsby & Max Stenberg
May 7, 1999 _____ *Guests:* Kathleen Bigsby & Jean Cockburn
May 20, 1999
June 15, 1999
August 31, 1999

The Steering Committee, using the Guidance provided by the Provincial Standing Committee, decided to proceed with eight evaluation themes and formed Working Groups for each theme as follows:

1. Governance
 - a) Board
 - b) Education Council
2. Strategic Plan
3. Program Reviews
4. Service Reviews
5. Management Reviews
6. Employee Relations
7. Student Relations
8. Facilities and Infrastructure

Each working group was guided by the work of the Standing Committee on Evaluation and Accountability. As this is a pilot project the College Working Committees must perform a dual purpose - complete the institutional evaluation; and, comment on the process and guidance provided by the Provincial committee.

The Self-Study will need to be reviewed by an External Audit Team who will issue an accompanying report to the College Board. At that time, the Self Study will be considered complete and an Action Plan can be officially endorsed. While the September 1999 Board meeting will officially endorse the 1999-2000 goals, the results of the Institutional Self-Study will not be official until after the External Audit. This report will be ready for the October Board meeting.