



United Tribes Technical College

Institutional Effectiveness Committee

Bylaws

Article I. Name

The name of this committee shall be UTTC Institutional Effectiveness Committee.

Article II. Purpose

The United Tribes Technical College (UTTC) Institutional Effectiveness Committee (IEC), is a fundamental part of UTTC's commitment to continuous improvement of programs and services.

Purpose Statement: To determine institutional effectiveness appropriate to UTTC's mission statement. The IEC fulfills an advisory, monitoring and coordinating role for accreditation, assessment, and committee function.

The committee will serve its purpose by accomplishing these goals:

- 1) Develop, implement, and maintain a coordinated process for sharing committee recommendations to the President, Administrative Council and UTTC Board of Directors for approval;
- 2) Monitor a coordinated timeline for institutional assessment activities, including program/department reviews;
- 3) Develop and oversee implementation of an assessment system based on the UTTC Strategic Plan and the General Education Institutional Learner Outcomes; and
- 4) Monitor institutional compliance with the HLC Standard Pathway accreditation criteria.

Article III. Membership

1) Members:

- a) Are appointed by the IEC Chair and by IEC member recommendation
 - 1) Director of Institutional Assessment
 - 2) Academic Department Chair, Bachelors Program
 - 3) Vice President of Campus Services

- 4) Director of Extended Learning/Assurance System Officer (ASO)
- 5) Vice President of Academic Affairs/Accreditation Liaison Officer (ALO)
- 6) Director of Career and Technical Education
- 7) Director of Institutional Resources
- 8) Director of Finance
- 9) Director from Enrollment Services
- 10) College President, ex-officio

Will represent each of the following UTTC committees:

- (1) Assessment of Student Learning
- (2) Facilities
- (3) Healthy Community Coalition
- (4) Curriculum
- (5) Diversity
- (6) Extended Learning
- (7) Institutional Review Board
- (8) Jenzabar Module Managers

11) Privileges and Responsibilities of Membership.

- a) Voting
 - i) Each IEC representative shall have voting rights; the College President is an Ex-Officio member
 - ii) Should a voting member be absent from a meeting in which a vote takes place, a majority of those present shall suffice.
 - iii) Chairperson shall not cast a vote, unless in the situation of a tie.
 - iv) Items that require a vote must have majority of those present to proceed.
- b) Participation
 - i) Members must participate in all meetings, activities, and other related events.
 - ii) If a department fails to attend three consecutive meetings without notice, the executive board will contact the committee member's supervisor
- c) Responsibilities
 - i) To communicate information regarding IEC activities to and from committees and Administrative Council.
 - ii) To act as liaisons and advocates for institutional effectiveness efforts and policies on campus.

12) Terms and calendar for UTTC IEC shall run August through July.

Article IV. Membership Meetings

- 1) The IEC will meet on a regular monthly basis. The agenda for each meeting will be driven by current institutional effectiveness projects, needs, and actionable items.
- 2) The Chairperson may call other meetings.

Article V. Officers

- 1) Titles: The UTTC IEC shall have the following officers elected from the current membership:
 - a. Chairperson
 - b. Vice Chairperson
 - c. Secretary
- 2) Qualifications:
 - a. The officers shall have been elected by the committee and will serve a two-year term.
 - b. The officers must be current members of the committee.
 - c. Officers must be current UTTC employees in good standing.
- 3) Duties of Officers:
 - a. The Chairperson shall preside at all meetings and be responsible for appointing all standing, special, and ad-hoc sub-committees and shall perform other duties usually required of this office.
 - b. The Vice Chairperson shall assist the chairperson in all meetings, programs, and policy development. The Vice Chairperson will also facilitate meetings when the Chairperson is absent. The IEC Vice Chairperson shall oversee subcommittees.
 - c. The Secretary shall attend all meetings and shall work with the Chairperson to develop and distribute the meeting agenda, record meeting minutes, record votes, and distribute minutes of the meetings.
- 4) Terms of Office:
 - a. Officers shall be elected bi-annually by the voting members of the UTTC IEC. The terms shall be 2-year terms. The 2-year terms shall be staggered so as not to have complete turnover in election years. Elections shall be by ballot and a majority of votes cast shall elect.
 - b. Each officer shall take office in August of the corresponding election year and serve a two-year term. Officers may be re-elected consecutively to the same office for an additional term(s).
- 5) Vacancies and Removal:
 - a. A vacancy in the office of the Chairperson or Vice Chairperson shall be filled by election of the members by a majority of votes cast. A vacancy in the office of Secretary shall be left vacant until the Chairperson delegates the duties of that position.

- b. Any officer including the Chairperson may be removed or suspended from office by a vote of two-thirds of the members at a regular meeting. Upon a vote of removal, the Vice Chairperson will assume the role of Chairperson and conclude the term for the original Chairperson.

Articles VI: Sub-Committees

- 1) The Chairperson, subject to the approval of the IEC, shall appoint such sub or ad hoc committees as required in the bylaws, as he or she finds necessary. Sub-committee chairperson's position shall be appointed by and responsible to the Chairperson.
- 2) A vacancy in a sub-committee chairperson position shall be filled by appointment of the Chairperson of the main committee with input from the outgoing sub-committee chairperson.

Article VII: Parliamentary Authority

- 1) The rules contained in Robert's Rules of Order, Revised, shall govern the IEC in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of UTTC.

Article VIII: Responsibility of IEC

- 1) This committee shall abide by all applicable policies instituted by UTTC.

Article IX: Amendments

- 1) These bylaws may be amended by a vote of two-thirds of the members of the organization present at any regular meeting or at a special meeting called for that purpose. The membership shall be notified of adopted bylaw amendments by the most feasible means.