

Core Theme Teams: Purpose and Scope of Work

- Core Theme Teams establish core theme indicators and minimum thresholds for success that provide meaningful, verifiable evidence to determine fulfillment of a core theme objective. The teams determine what evidence is collected to analyze an indicator and ensure that evidence is regularly collected. Upon review of evidence, teams may recommend core theme indicator changes with a rationale to the Institutional Effectiveness Committee (IEC), thus ensuring the information is meaningful to inform mission fulfillment and planning.
- Core Theme Teams are comprised of key faculty, managers, and classified staff who have relevant impact, interest, and expertise in assessing and improving the college's core theme indicators and strategic direction measures.
- Teams meet at least once a term to 1) review Core Theme and Strategic Direction indicators and measures, 2) discuss and analyze data and summative reports from college initiatives and programs, 3) review and discuss established threshold and benchmark data, and make recommendations, if needed, for improvement or adjustment, and 4) provide feedback to the Institutional Effectiveness Committee and initiative/program leads on the effectiveness and progress of college efforts toward mission fulfillment.
- Core Theme Teams submit a narrative report to the IEC with the objectives, indicators, and minimum thresholds for success, as well as the rationale for the selected indicators. Teams will also report on their analysis of achievement and recommendations for improvement of the indicators.
- Teams develop and implement communication and outreach plans to engage all college stakeholders to further understanding of core themes and strategic directions and to foster a culture of shared ownership, authority, and accountability.