

Planning & Development Scope of Operations

The Office of Planning & Development is responsible for activities related to external grant-proposal development and management, strategic planning, institutional research and reporting, institutional effectiveness, learner outcomes assessment, and accreditation.

Accreditation: The Planning & Development Office coordinates activities associated with continued institutional accreditation by the Higher Learning Commission (HLC) of the North Central Association and the Iowa Department of Education. In August 2004, Iowa Lakes Community College was accepted for participation in the Academic Quality Improvement Program (AQIP) by the HLC. Currently Collegewide committees are working to achieve the goals of four Action Projects. The Planning & Development Office provides resources and technical support for these committee activities and is responsible for annual reporting of progress toward achieving Action Project goals to the HLC.

External Grant Funding: In collaboration with administrators, faculty and staff, the Planning & Development Office develops external grant proposals that will enhance the services and programs and assist the collegewide efforts to accomplish the Iowa Lakes Community College vision, mission, and goals. Proposal development is integrated into accreditation, assessment and planning processes of the college.

Institutional Research, Outcomes Assessment and Reporting: The Planning and Development Office provides leadership for assessment of learning and institutional outcomes, conducting institutional research activities to identify trends and document effectiveness, and reporting to local, state, regional and federal agencies on learner and institutional outcomes. As part of this charge, the Planning and Development Office annually conducts numerous student, staff and community surveys, focus groups, and assessment activities. Each spring, sophomore students enrolled in A.A. and A.S. programs are invited to complete the Collegiate Assessment of Academic Proficiency (CAAP) to document general education competency attainment.

Strategic Planning & Process Improvement: Strategic Planning is an ongoing process at Iowa Lakes that begins at the grassroots level. Stakeholder surveys, focus groups and environmental scanning are tools used to identify current and emerging trends. Each program and division of the college annual reviews and refines annual and long-range goals for their area. These are reviewed by the Cabinet and integrated into the collegewide strategic plan. Planning & Development staff has honed skills for compression planning and applied the technique to all areas of responsibility. This process was used to facilitate development of collegewide vision, core value and goal statements as part of the ongoing strategic planning process.