



 Policies

Institutional Assessment, Improvement, and Planning Policy

Framework for Continuous Evaluation, Strategic Development, and Institutional Effectiveness

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 Last Updated: July 2025

✓ Effective August 1, 2025

 Version 25.1

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PURPOSE	The purpose of this policy is to establish a framework for the systematic assessment, continuous improvement, and strategic planning of academic and operational functions at Intellectual Point to ensure institutional effectiveness and accountability.
RESPONSIBLE AUTHORITY	The SVP, Compliance & Accreditation is responsible for the oversight and coordination of institutional assessment and planning efforts.
IMPLEMENTATION	Implementation of this policy is carried out by department heads, program leads, and designated assessment coordinators in alignment with institutional goals and accreditor requirements.
APPLICABILITY	This policy applies to all academic programs, administrative units, and institutional planning activities at Intellectual Point.
EFFECTIVE DATE	August 1, 2025

POLICY

1. Adherence with ACCSC Standards for Institutional Assessment, Improvement, and Planning

It is Intellectual Point's commitment to adhere to ACCSC standards for Institutional Assessment, Improvement, and Planning:

- a. The school must demonstrate that it engages in ongoing institutional assessment and improvement activities and planning appropriate to the size and scale of the school's operations and that it supports the management and administration of the school as well as the quality of education provided. Institutional assessment and improvement activities should support and enhance the quality of the education provided using information obtained internally (e.g., staff and faculty development and planning, and student input and feedback) and externally (e.g., Program Advisory Committees, employers, community involvement, school graduates, etc.) to validate the school's educational and administrative practices and to document and improve student learning and achievement. Institutional assessment and improvement activities are expected to be significant and ongoing experiences in the school.
- b. The school must demonstrate institutional assessment and improvement goal setting, benchmarking, and implementation activities appropriate to the size and scale of the school's operations in the areas of management; fiscal condition and budget; administrative policies and practices; emergency preparedness; student support services; faculty and staff development; educational program curricula;

learning resources system, equipment, and supporting materials; facilities; and student achievement outcomes

2. Plans and Policies Creation, Evaluation, and Approval Process

Our institution has established the following four elements to ensure plans are created, approved, evaluated, communicated, and measured according to accreditation standards.

The four elements are:

- Policies and Procedures Manual
- Institutional Meetings
- A Planning and Evaluation Cycle
- Standardized Surveys

3. Policies and Procedures Manual

The Policies and Procedures Manual establishes the school's best practices, policies, and standards of operations. All policies, procedures, and plans are reviewed annually and updated as required to maintain the institution's compliance and adherence to its goals and mission.

The Policies and Procedures Manual is the responsibility of the School President. Employees are given access to the manual at their orientation session and are notified of policy revisions via email. The Policies and Procedures Manual and all publications are available for review, comments, and suggestions by administrative staff, faculty, students, and advisory committee members in a binder accessible upon request at the student services office.

4. Institutional Meetings

Intellectual Point has established the following standardized meetings:

INSTITUTIONAL ASSESSMENT AND PLANNING MEETINGS

Conducted quarterly, attended by Intellectual Point senior leadership, and with the purpose of assessing and guiding the institution in all matters.

ACADEMIC MEETINGS

Conducted annually, attended by academic personnel, with the purpose of evaluating and improving the educational delivery of the institution.

ANNUAL STAFF MEETING

Conducted annually, attended by all administrative and academic personnel, with the purpose of presenting the Institutional Assessment and Improvement Annual Report, status and plans for the current year, and encouraging input and interaction by all personnel.

FINANCIAL MEETINGS

Meets quarterly, and is formed by the Chief Financial Officer and CPA. Its purpose is to quarterly evaluate the fiscal condition of the institution, and any adjustments as necessary to plans and budget.

PROGRAM ADVISORY COMMITTEE MEETINGS

Conducted annually, attended by program advisory members with expertise in the program of evaluation, to evaluate program deliveries and recommend improvements.

Meetings are conducted following the guidelines included in the Policies and Procedures Manual. These meetings allow for continuous communication and evaluation with the aim of maintaining compliance and drive the institution to success.

5. Planning and Evaluation Cycle

The institutional planning, evaluation, and review cycles are scheduled for each calendar year to maintain the flow of information, implementation, and corrective actions when appropriate milestones:

- Collect Data: Surveys, Placement and Graduation Rates by Program.
- Prepare Initial IAIP Report.
- Present Initial IAIP Report to the Intellectual Point Executive Team.
- Present Initial IAIP Report at PAC Meetings.
- Present Initial IAIP Report to Faculty.
- Incorporate PAC Members' and Faculty Members' feedback.
- Issue the Final IAIP Report and distribute it to PAC members, faculty, and staff.
- Conduct a meeting with staff and faculty to present the final IAIP Report and action items for the next 12 months.
- Conduct quarterly meetings to assess the progress and status of the prior annual IAIP Report action items.
- Document all meetings by means of official meeting minutes.

6. Standardized Surveys

To maintain a process of evaluation and continuous improvement, Intellectual Point has implemented the following surveys:

- Student Survey
- Graduate Survey
- Employee Survey
- Employer Survey
- Policies and Procedures Survey

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the Senior Vice President for Software Engineering, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the Senior Vice President of Software Engineering via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the institution's annual operating budget under the line item "Institutional Planning." Revisions to the funding need approval by the Chief Financial Officer.

REVISIONS

Revisions to this policy are to be approved at one of the Institutional Assessment and Improvement meetings. Personnel is informed of revisions via email. Revisions are published at the staff and student webpage.

POLICY AVAILABILITY

Intellectual Point's policies and procedures are available for review by administrative staff, faculty, advisory members, and students at <https://compliance.intellectualpoint.com>.