

Institutional Management Policy

I. Introduction. The daily operation of IECT must be efficient and effective to ensure the best possible student outcomes and faculty/staff satisfaction.

II. Purpose. The purpose of this policy identifies and define the proper guidance of day to day institutional activities.

III. Definitions. Function. For the purpose of this document a function is a set of actions within IECT that ends with a recorded document (virtual or physical).

IV. Policy Statement. The daily operations of the institution will be under the management and supervision of the Director of Education and the President. Each responsibility will be defined, and procedures developed to ensure the ongoing effectiveness of institutional identified outcomes for each function.

V. Process. The President and Director of education will collaborate to identify the functions within the institution. These functions will be highlighted and published in the IECT catalog and in the Employee Handbook. Each function will be reviewed at least annually to ensure currency and accuracy of procedures.

VI. Procedures.

- A. The IECT leadership team, consisting, President and Director of Education will identify each function that bears a record.
- B. The team will develop a process and procedure for each functional area.
 1. Record the function.
 2. Identify the record (e.g. student enrollment contract).
 3. Review the record for accuracy and currency.
 4. Develop a database to record key elements of the record (e.g., number of enrollments)
- C. Review the process for each function at least annually and when significant changes arise (regulatory, accreditation, etc.)
- D. Use the results of the data collection to improve functional areas (curriculum, student services, admissions, etc.) where needed.
- E. Share results during annual planning meetings.

VII. Review. This policy will be reviewed at least annually on the anniversary date of its inception unless otherwise stated. The policy will be initialed by the President, Owner, and Director of Education on its effective date.

DATE _____ 11/28/2018 _____

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INITIALS SG President
INITIALS DW Director of Education
INITIALS CG Owner

