



OFFICE OF INSTITUTIONAL EFFECTIVENESS

**2009-2010 PLANNING AND ASSESSMENT CALENDAR**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
JULY 2009	<ul style="list-style-type: none"> <li>Institution begins new fiscal year</li> <li>Implement new Institutional Effectiveness &amp; Assessment Plan</li> </ul>	ALL PERSONNEL
AUGUST 2009	<ul style="list-style-type: none"> <li>All personnel attend HCC's Pre-School Conference &amp; Professional Development</li> <li>Publish the Fact Book; Annual Planning and Assessment Calendar; schedules, instructions, and review</li> <li>Review instruments for employee Evaluation and Development System document</li> </ul>	ALL PERSONNEL  OFFICE OF INSTITUTIONAL EFFECTIVENESS (IE Office)  VP OF ACADEMIC AFFAIRS, IE OFFICE, DEAN OF CURRICULUM PROGRAMS
August 15	<ul style="list-style-type: none"> <li>Attend HCC's Pre-School Conference and Professional development</li> </ul>	ADJUNCT FACULTY
August 31	<ul style="list-style-type: none"> <li>Evaluate all completed previous year's Institutional Effectiveness Plans</li> <li>Student Orientation</li> </ul>	INSTITUTIONAL EFFECTIVENESS (IE) COMMITTEE  DEAN OF STUDENT SERVICES
SEPTEMBER 2009	<ul style="list-style-type: none"> <li>The Faculty Senate recommends members of the Program Review Committee to the Vice President of Academic Affairs</li> <li>The V.P. submits the list to the President</li> <li>Board of Trustee meeting: The V.P. Submits list of the programs to be reviewed by the Committee to the Board of Trustee on behalf of the President</li> </ul>	FACULTY SENATE  V.P. OF ACADEMIC AFFAIRS  V.P. OF ACADEMIC AFFAIRS  IE OFFICE
September 15		



## OFFICE OF INSTITUTIONAL EFFECTIVENESS

September 22	Reaffirmation and IE Plans: Meet with Faculty and Staff – Implement new IE and Assessment Plan	IE OFFICE
OCTOBER 2009	<ul style="list-style-type: none"> <li>• Submit IE Plans to the IE Office</li> <li>• Submit IPEDS to System Office</li> <li>• The Program Heads collect data and complete Program Review Report</li> <li>• Report is review and submitted by the Program Review Committee with Instructional Recommendations to the Dean of Curriculum Programs</li> </ul>	<p>ALL UNITS</p> <p>IE OFFICE</p> <p>PROGRAM HEADS</p> <p>PROGRAM REVIEW COMMITTEE</p>
October 15	<ul style="list-style-type: none"> <li>• Administer the Student (Climate) Satisfaction Survey</li> <li>• Conduct workshop on Classroom Assessment</li> <li>• Implement Classroom Assessment (Pilot) Program</li> <li>• Administer Employer Survey</li> </ul>	<p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
NOVEMBER 2009	<ul style="list-style-type: none"> <li>• Administer Student Evaluation of Faculty</li> <li>• Conduct the SWOT Analysis</li> <li>• Develop Improvement Plans for Un-Met Standards, NCCCS</li> <li>• <i>Critical Success Factors</i></li> <li>• Review departmental Assessment for the School of Arts &amp; Sciences</li> </ul>	<p>DEAN OF CURRICULUM/IE OFFICE/ PERSONNEL OFFICE</p> <p>IE OFFICE</p> <p>DIVISIONS/DEPARTMENTS WITH LOW SCORES</p> <p>IE OFFICE</p>
November 15	<ul style="list-style-type: none"> <li>• Conduct SWOT Analyses for Advisory Committee members</li> </ul>	<p>DIVISION CHAIRS (forward to IE OFFICE)</p>



## OFFICE OF INSTITUTIONAL EFFECTIVENESS

November	<ul style="list-style-type: none"> <li>Submit changes in curriculum to the Curriculum Review Committee</li> </ul>	ACADEMIC SCHOOL CHAIRS & DEPARTMENT HEADS
November 18	<ul style="list-style-type: none"> <li>Conduct workshops for faculty and staff -Refinement, updating, and revising of IE Plans</li> </ul>	IE OFFICE
DECEMBER 2009	<ul style="list-style-type: none"> <li>Compile 2005-2006, 2006-2007, 2008-2009, and 2009-2010 IE Plans</li> </ul>	IE OFFICE
	<ul style="list-style-type: none"> <li>Review and analyze all IE Plans, Outcomes Tables - Courses</li> </ul>	IE OFFICE
	<ul style="list-style-type: none"> <li>Conduct Non-Completers Survey</li> </ul>	IE OFFICE
	<ul style="list-style-type: none"> <li>SACS Compliance 3.3.1.1 Report</li> </ul>	IE OFFICE
December 12	<ul style="list-style-type: none"> <li>Submit Survey to College Board</li> </ul>	IE OFFICE
December 16	Grades are due	FACULTY
December 17	<ul style="list-style-type: none"> <li>Faculty report student learning outcome results to the IE Office</li> </ul>	FACULTY
JANUARY 2010	<ul style="list-style-type: none"> <li>The Dean of Curriculum reviews Program Review Report and Institutional Recommendation and submits to the V.P. of Academic Affairs</li> </ul>	DEAN OF CURRICULUM PROGRAMS
	<ul style="list-style-type: none"> <li>The V.P. reviews and submits Report and Institutional Recommendation to President and Academic Affairs Committee of the Board of Trustees</li> </ul>	V.P. OF ACADEMIC AFFAIRS
January	<ul style="list-style-type: none"> <li>Student orientation</li> </ul>	DEAN OF STUDENT SERVICES

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

<p>January 4-5</p>	<ul style="list-style-type: none"> <li>• Faculty submit syllabus revisions to Dean of Curriculum Programs</li> <li>• Faculty attend HCC's professional development conference</li> <li>• Adjunct Faculty attend HCC's professional development conference</li> <li>• Curriculum Review Committee evaluates curriculum/submissions</li> <li>• Compile and analyze the Student Satisfaction Survey</li> <li>• Complete the Non-Completer Survey</li> <li>• Compile Classroom Assessment Results</li> <li>• Compile the SWOT Analysis result for Strategic Planning</li> <li>• Implement the Assessment Grid - General Education Outcomes and submit to IE Office</li> <li>• Analysis of Assessment rpt.</li> <li>• Prepare Strategic Plan (with accomplishments for past three years)</li> </ul>	<p>FACULTY</p> <p>FACULTY</p> <p>ADJUNCT FACULTY</p> <p>CURRICULUM REVIEW COMMITTEE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>FACULTY-GEN-ED DIVISION</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
<p>FEBRUARY 2010</p>	<ul style="list-style-type: none"> <li>• The Academic Affairs Committee of the Board of Trustees submits the Program Review Report and the Institutional Recommendation to the Board of Trustees. (The Committee may make recommendations that go beyond those in the Report and the Institutional Recommendation.)</li> </ul>	<p>ACADEMIC AFFAIRS COMMITTEE of the BOARD OF TRUSTEES</p>



## OFFICE OF INSTITUTIONAL EFFECTIVENESS

February	<ul style="list-style-type: none"> <li>• Prepare reports, data, and result of Classroom Assessment</li> <li>• Review reports and data for SACS</li> </ul>	IE OFFICE
MARCH 2010		
March 3	<ul style="list-style-type: none"> <li>• <u>SACS Advisory visit</u></li> </ul>	ALL UNITS
March 15	<ul style="list-style-type: none"> <li>• <u>Compliance Certification Reports due to SACS</u></li> </ul>	
March 24	<ul style="list-style-type: none"> <li>• Units receive budget forms</li> </ul>	ADMINISTRATIVE SERVICES
APRIL 2010		
	<ul style="list-style-type: none"> <li>• Evaluate faculty &amp; staff</li> </ul>	PERSONNEL/DEAN OF CURRICULUM PROGRAMS/ IE OFFICE
April 1	<ul style="list-style-type: none"> <li>• Units identify budget needs and submit completed forms to supervisors</li> </ul>	ALL UNITS
April 8	<ul style="list-style-type: none"> <li>• Supervisors submit ranked forms to Deans</li> </ul>	SUPERVISORS
April 15	<ul style="list-style-type: none"> <li>• Deans submit ranked forms to V.P.</li> </ul>	DEANS
April 23	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> </ul>	BUDGET COMMITTEE
	<ul style="list-style-type: none"> <li>• Budget Committee evaluates and prioritize next year's budget requests</li> </ul>	BUDGET COMMITTEE
April 7-30	<ul style="list-style-type: none"> <li>• Graduate Survey</li> </ul>	IE OFFICE
April 30	<ul style="list-style-type: none"> <li>• Personnel completes employee credentialing forms &amp; report to IE Office</li> </ul>	PERSONNEL OFFICE
	<ul style="list-style-type: none"> <li>• Dean of Curriculum completes faculty credentialing forms, submits to Personnel, and report to IE Office</li> </ul>	DEAN OF CURRICULUM PROGRAMS
<b>April 30</b>	<ul style="list-style-type: none"> <li>• <b>All Units submit Program Outcomes Assessment results &amp; use of results to IE Office</b></li> </ul>	ALL UNITS

## OFFICE OF INSTITUTIONAL EFFECTIVENESS

April	<ul style="list-style-type: none"> <li>• <b>Faculty submit Course Outcomes table results to IE Office</b></li> <li>• <b>Faculty submit Distance Learning Course Outcomes table results to IE Office</b></li> <li>• <b>Faculty submit Classroom Assessment data to IE Office</b></li> </ul>	<p>FACULTY</p> <p>FACULTY</p> <p>FACULTY</p>
MAY 2010	<ul style="list-style-type: none"> <li>• Administer Student Evaluation of Faculty</li> <li>• All Units review, evaluate, and report educational outcomes assessment results &amp; student learning outcomes assessment results outlined in IE Plans &amp; compare ACTUAL RESULTS to Intended Student Learning Outcomes/Intended Outcomes</li> <li>• All Units demonstrate &amp; submit to IE Office that Use of Results indicating that program goals have been met</li> <li>• Close the gap in Planning &amp; Assessment Results</li> <li>• All Units review &amp; revise next year's (2011) IE Plans &amp; submit to IE Office</li> <li>• Faculty submit revisions of syllabi to Dean of Curriculum Programs</li> <li>• Division Chairs/Department Heads submit graduate employers' information to the IE Office</li> </ul>	<p>DEAN OF CURRICULUM/IE OFFICE/ PERSONNEL OFFICE</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>FACULTY</p> <p>DIVISION CHAIRS AND DEPARTMENT HEADS</p>
JUNE 2010	<ul style="list-style-type: none"> <li>• IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP</li> </ul>	<p>IE OFFICE</p>

## OFFICE OF INSTITUTIONAL EFFECTIVENESS

June	<ul style="list-style-type: none"> <li>• Review IE Plans for 2010-2011 academic year</li> <li>• Evaluate 2009-2010 Strategic Plan Priorities and close the loop</li> <li>• <b>CLOSE THE LOOP on previous year's Institutional Effectiveness Plans</b></li> </ul>	<p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
JULY 2010	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Review and update IE calendar for 2010-2011</li> <li>• Review Strategic Plan for new academic year</li> </ul>	<p>ALL UNITS</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
AUGUST 2010	<ul style="list-style-type: none"> <li>• All Units implement new IE and Assessment Plans</li> <li>• Classroom Assessment workshop</li> <li>• Appoint Committee members</li> </ul>	<p>ALL UNITS</p> <p>IE OFFICE</p> <p>V.P. OF ACADEMIC AFFAIRS</p>
OCTOBER 2010	SACS on-site visit	ALL UNITS