

**OFFICE OF INSTITUTIONAL EFFECTIVENESS
2013-2014 PLANNING AND ASSESSMENT CALENDAR**

| MONTH | ACTIVITY | RESPONSIBILITY |
|----------------|---|---|
| JULY 2013 | <ul style="list-style-type: none"> • Institution begins new fiscal year • Budget Allocations/NCCCS • Review & update Planning and Assessment calendar for 2013-14 • Review Strategic Plan for new academic year planning | <p>All Units</p> <p>VP Administration</p> <p>IE Office</p> <p>IE Office</p> |
| AUGUST 2013 | <ul style="list-style-type: none"> • HCC’s Professional Development Days • Publish Annual Planning and Assessment Calendar • Review and Training- QEP-Learning Communities • Student and Parent Orientation • Board of Trustees approve College Budget for 2013-14 academic year • IPEDS Registration | <p>ALL Personnel</p> <p>IE Office</p> <p>QEP Director</p> <p>Dean of Student Services</p> <p>OFFICE OF THE PRESIDENT</p> <p>IE Office</p> |
| SEPTEMBER 2013 | <ul style="list-style-type: none"> • Faculty Senate recommends members of the Program Review Committee to the Vice President of Academic Affairs • Submit list of recommendations for members of the Program Review Committee to President. • Board of Trustee meeting: Submit list of the programs to be reviewed by the Committee to the Board of Trustee on behalf of the President • Meetings with Faculty and Staff – Implementation of Strategic Plan, IE and Assessments | <p>Faculty Senate</p> <p>V.P. of Academic Affairs</p> <p>V.P. of Academic Affairs</p> <p>IE Office /All Units</p> |

| | | |
|---------------|---|---|
| | <ul style="list-style-type: none"> • IPEDS Fall Data Collection Begins • Each unit receives Department/Unit Budget | IE Office / Registrar V. P. Administrative Services |
| OCTOBER 2013 | <ul style="list-style-type: none"> • Budget Committee Meeting • IPEDS submission to the System Office • Program Review Training • Program Heads collect data and complete Program Review Report • Reports reviewed by Program Review Committee and submitted along with instructional recommendations to the Dean of Curriculum Programs by October 31, 2013. • Academic School I. E. Plans due to Dean of Curriculum 10-01-13. • I. E. for Administrative Unit due to VP/Dean • All IEs due to Dean of I. E. | V. P. Administrative Services IE Office V. P. Academic Affairs Program Head Program Review Committee/Dean of Curriculum School Chairs/Dean of Curriculum |
| NOVEMBER 2013 | <ul style="list-style-type: none"> • Administer the Student (Climate) Satisfaction Survey • Submit curriculum changes to Curriculum Committee | IE Office Academic Chairs & Dept. Heads |
| DECEMBER 2013 | <ul style="list-style-type: none"> • End of Course Survey- administer student evaluations of individual courses/faculty & submit results to Personnel and I. E. • IPEDS Winter/Spring Data Collection Begins • Compile and analyze the Student Satisfaction Survey • Grades Due | Dean of Curriculum & Director of Distance Learning IE/IPEDS Reporting Units I. E. Office |
| JANUARY 2014 | <ul style="list-style-type: none"> • The Dean of Curriculum reviews Program Review Reports and recommendations; submits to the V.P. of Academic Affairs • The V.P. reviews and submits the Reports and Recommendations to the President and the Academic Affairs Committee of the Board of Trustees | Dean of Curriculum Programs V.P. of Academic Affairs |

| | | |
|---------------|---|--|
| | <ul style="list-style-type: none"> • Student Orientation • Curriculum Committee evaluates curriculum/submissions • Review of strategic plan annual priorities/IE Assessments • SACS Planning Kick-Off for 2015 | Dean of Student Services Curriculum Committee IE Office IE Office |
| FEBRUARY 2014 | <ul style="list-style-type: none"> • The Academic Affairs Committee of the Board of Trustees Submits the Program Review Report and Recommendations to the Board of Trustees. (The Committee may make recommendations that go beyond those in the Report and the Institutional Recommendation.) • Distribute instruments for employee evaluations • Submit IPEDS Data • Units receive budget planning forms for fiscal year 2014-15 • Units identify budget needs and submit completed forms to supervisors | Academic Affairs Committee of the Board of Trustees Personnel Officer IE Office VP for Administrative Services All Units |
| MARCH 2014 | <ul style="list-style-type: none"> • Supervisors submit ranked budget planning forms to Deans • Deans submit ranked budget planning forms to VPs • Budget Committee Meets • Budget Committee evaluates and prioritizes next year's budget requests | Supervisors Deans Budget Committee Budget Committee |
| APRIL 2014 | <ul style="list-style-type: none"> • Evaluation of Faculty and Staff • Submission of IPEDS Spring Data • Graduate Survey • Dean of Curriculum completes faculty credentialing forms, submits to Personnel, and send report to IE Office • Personnel completes employee credentialing forms | All Supervisors IE Office IE Office Dean of Curriculum Programs Personnel Officer |

| | | |
|-----------|---|---|
| | <ul style="list-style-type: none"> • Graduating Student Meeting | Dean of Students and Registrar |
| MAY 2014 | <ul style="list-style-type: none"> • Submission of I. E./Program Results to IE Office • Units review, evaluate, and report Educational Outcomes Assessment Results and Student Learning Outcomes Assessment Results outlined in IE Plans and <i>compare Actual Results</i> to the Intended Student Learning Outcomes/Intended Outcomes • End of course evaluations of individual courses/faculty & report results to Personnel & IE Office • Academic areas report I E results to respective Chairs, Deans, Directors and VPs. VPAA submits results to Dean of IE | Chairs Curriculum Programs Chairs/ Dean of Curriculum/ Director of Distance Learning Faculty, Chairs, Deans Directors, VPs |
| JUNE 2014 | <ul style="list-style-type: none"> • All Administrative Units review Assessment/IE results, and report outcomes for the 2013-14 IE Plan-submit to IE Office • IE Office reviews, evaluates, and analyzes Outcomes Data Results, Use of Results, and Closes the Loop • Presentation of final annual IE Report to President and members of the Executive Staff; publish information on the web page. • Compile and distribute graduate survey data report | All Administrative Units IE Office IE Office IE Office |
| JULY 2014 | <ul style="list-style-type: none"> • Institution begins new fiscal year • Budget Allocations • Review and update IE calendar for 2013-2014 • Review Strategic Plan for New Academic year 2014-15. | All Units VP Administrative Services IE Office IE Office |