



**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

**2011-2012 PLANNING AND ASSESSMENT CALENDAR (Mid/Annual)**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
JULY 2011	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Implement new Institutional Effectiveness &amp; Assessment Plan</li> <li>• *Budget allocation from Federal, State, County for 2012 academic year are revealed.</li> </ul>	<p>ALL PERSONNEL</p> <p>IE OFFICE</p> <p>*Based on timely passage of budget by Federal, State, and County Legislatures</p>
AUGUST 2011	<ul style="list-style-type: none"> <li>• All personnel attend HCC's Pre-School Conference &amp; Professional Development</li> <li>• Publish Annual Planning and Assessment Calendar</li> <li>• Attend HCC's Pre-School Conference and Professional development</li> <li>• Evaluate all completed previous year's Institutional Effectiveness Plans</li> <li>• Student Orientation</li> <li>• Parent Orientation</li> <li>• Board of Trustees approve College budget from all sources, Federal, State, and County for the 2012 academic year.</li> <li>• IPEDS registration renewal</li> </ul>	<p>ALL PERSONNEL</p> <p>IE OFFICE</p> <p>ADJUNCT FACULTY</p> <p>INSTITUTIONAL EFFECTIVENESS (IE) COMMITTEE</p> <p>DEAN OF STUDENT SERVICES</p> <p>OFFICE OF THE PRESIDENT</p> <p>I E OFFICE</p>
SEPTEMBER 2011	<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> </ul>	<p>FACULTY SENATE</p> <p>V.P. OF ACADEMIC AFFAIRS</p>

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<p>September</p> <p>September 7</p>	<ul style="list-style-type: none"> <li>• Board of Trustee meeting: The V.P. Submits list of the programs to be reviewed by the Committee to the Board of Trustees on behalf of the President</li> <li>• Each Unit receives Departmental Budget from the Administrative Office</li> <li>• Notice to all units to implement and submit 2012 IE Plan to the IE Office</li> <li>• IPEDS Fall collection starts</li> </ul>	<p>V.P. OF ACADEMIC AFFAIRS</p> <p>V.P. OF ADMINISTRATIVE SERVICES</p> <p>IE OFFICE</p> <p>HR/Regr./Financial Aid Off/ /Finance Office/IE Office</p>
<p>September</p> <p>OCTOBER 2011</p> <p>October 19</p> <p>NOVEMBER 2011</p>	<ul style="list-style-type: none"> <li>• All units submit IE Plans to the IE Office</li> <li>• Budget Committee meeting</li> <li>• Submission of Fall IPEDS data to the System Office</li> <li>• Program Review Training Session</li> <li>• The Program Heads collect data and complete Program Review Report</li> <li>• Report is reviewed and submitted by the Program Review Committee with Instructional Recommendations to the Dean of Curriculum Programs</li> <li>• Administer the Student (Climate) Satisfaction Survey</li> <li>• Administer Employer Survey</li> <li>• Publish the Fact Book</li> </ul>	<p>ALL UNITS</p> <p>V.P. OF ADMINISTRATIVE SERVICES</p> <p>IE OFFICE</p> <p>V.P. OF ACADEMIC AFFAIRS</p> <p>PROGRAM HEADS</p> <p>PROGRAM REVIEW COMMITTEE</p> <p>DEAN OF CURRICULUM</p> <p>IE OFFICE</p> <p>IE OFFICE/Div. Chairs</p> <p>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
DECEMBER 2011	<ul style="list-style-type: none"> <li>End of course survey - administer student evaluation of faculty &amp; report results to Personal and IE Offices</li> </ul>	Beth Gray-Robertson/ DEAN OF CURRICULUM
December 7	<ul style="list-style-type: none"> <li>IPEDS Winter/Spring collection starts</li> </ul>	IPEDS' units
<u>December 15</u>	<ul style="list-style-type: none"> <li>All units submit <u>mid-year results</u> of IE Plans to the IE Office</li> </ul>	ALL UNITS
December 16	<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>Presentation of Mid-year report/observation to the President and Executive staff</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>Submit Survey to College Board</li> </ul>	IE OFFICE
December 16	Grades are due	FACULTY
	<ul style="list-style-type: none"> <li>Faculty report student learning outcome results to the IE Office</li> </ul>	FACULTY
JANUARY 2012	<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> <li>The V.P. reviews and submits Report and Institutional Recommendation to President and Academic Affairs Committee of the Board of Trustees</li> </ul>	DEAN OF CURRICULUM PROGRAMS  V.P. OF ACADEMIC AFFAIRS

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

<p>January</p>	<ul style="list-style-type: none"> <li>• Student orientation</li> <li>• Faculty submit revisions of syllabi to Dean of Curriculum Programs</li> <li>• 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>• Analysis of Assessment rpt.</li> <li>• Review the annual priorities of the Strategic Plan</li> </ul>	<p>DEAN OF STUDENT SERVICES</p> <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>IE OFFICE</p>
<p>FEBRUARY 2012</p> <p>February 8</p> <p><b>February 15</b></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> <li>• Review instruments for employee Evaluation</li> <li>• Submission of IPEDS data-W.</li> <li>• <b>Units receive budget Planning forms for fiscal year 2012-2013</b></li> </ul>	<p>ACADEMIC AFFAIRS COMMITTEE of the BOARD OF TRUSTEES</p> <p>VPs and DEANS</p> <p>IE OFFICE</p> <p>V.P. ADMINISTRATIVE SERVICES</p>



## OFFICE OF INSTITUTIONAL EFFECTIVENESS

	<ul style="list-style-type: none"> <li>Units identify budget needs and submit completed forms to supervisors</li> </ul>	ALL UNITS
MARCH 2012 <i>March 1</i>	<ul style="list-style-type: none"> <li>Supervisors submit ranked forms to Deans</li> <li>Deans submit ranked forms to V.P.s</li> <li>Budget Committee Meeting</li> <li>Budget Committee evaluates and prioritize next year's budget requests</li> </ul>	SUPERVISORS  DEANS  BUDGET COMMITTEE  BUDGET COMMITTEE
APRIL 2012	<ul style="list-style-type: none"> <li>Evaluation of faculty &amp; staff</li> </ul>	PRESIDENT/VPs/DEANS
April 11	<ul style="list-style-type: none"> <li>Submission of IPEDS Spring data</li> <li>Graduate Survey</li> </ul>	IE OFFICE  IE OFFICE
	<ul style="list-style-type: none"> <li>Dean of Curriculum completes faculty credentialing forms, submits to Personnel, and send report to IE Office</li> </ul>	DEAN OF CURRICULUM PROGRAMS
	<ul style="list-style-type: none"> <li>Personnel completes employee credentialing forms</li> </ul>	PERSONNEL OFFICE
<b>April 30</b>	<u>End of year results for I.E. Plans</u> <ul style="list-style-type: none"> <li><b>All Units submit Program Outcomes /Assessment results &amp; Use of results to IE Office</b></li> <li><b>Faculty submit Program/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>	ALL UNITS  FACULTY  FACULTY  FACULTY



## OFFICE OF INSTITUTIONAL EFFECTIVENESS

April	<ul style="list-style-type: none"> <li>Meeting with graduating students</li> </ul>	DEAN OF STUDENTS/REGISTRAR
MAY 2012	<ul style="list-style-type: none"> <li>Administer Student Evaluation of Faculty &amp; report results to Personal and IE Offices</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>Submission of Classroom Assessment</li> <li>All Units 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 (2012) IE Plans &amp; submit to IE Office</li> <li>Faculty submit revisions of syllabi to the Dean of Curriculum Programs</li> </ul>	<p style="text-align: center;">Beth Gray-Robertson/ DEAN OF CURRICULUM</p> <p style="text-align: center;">ALL UNITS</p> <p style="text-align: center;">FACULTY ALL UNITS</p> <p style="text-align: center;">ALL UNITS</p> <p style="text-align: center;">ALL UNITS</p> <p style="text-align: center;">FACULTY</p>
JUNE 2012	<ul style="list-style-type: none"> <li>IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP</li> <li>Review IE Plans for 2012-2013 academic year</li> <li>Evaluate 2011-2012 Strategic Plan Priorities and close the loop</li> <li><b>CLOSE THE LOOP on previous year's</b></li> </ul>	<p style="text-align: center;">IE OFFICE</p> <p style="text-align: center;">IE OFFICE</p> <p style="text-align: center;">IE OFFICE</p> <p style="text-align: center;">IE OFFICE</p>

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

	<p><b>Institutional Effectiveness Plans</b></p> <ul style="list-style-type: none"> <li>• Presentation of annual final IE report to the President and members of the Executive staff</li> </ul>	IE OFFICE
JULY 2012	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Review and update IE calendar for 2011-2012</li> <li>• Review Strategic Plan for new academic year</li> </ul>	<p>ALL UNITS</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
AUGUST 2012	<ul style="list-style-type: none"> <li>• All Units implement new IE and Assessment Plans</li> <li>• Appoint Committee members</li> </ul>	<p>ALL UNITS</p> <p>V.P. OF ACADEMIC AFFAIRS</p>