



**OFFICE OF INSTITUTIONAL EFFECTIVENESS  
2012-2013 PLANNING AND ASSESSMENT CALENDAR**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
JULY 2012	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Budget Allocated at State Level</li> <li>• Review &amp; update Planning and Assessment calendar for 2012-13</li> <li>• Review Strategic Plan for new academic year</li> </ul>	<p>All Units</p> <p>VP Administration</p> <p>IE Office</p> <p>IE Office</p>
AUGUST 2012	<ul style="list-style-type: none"> <li>• HCC's Professional Development Days</li> <li>• Publish Annual Planning and Assessment Calendar</li> <li>• Evaluate all completed previous year's Institutional Effectiveness Plans</li> <li>• Review/Training on Assessments and new Metrics (VFA): IE Assessment Plans due to IE Office (8/24/12)</li> <li>• Review and Training on QEP-Learning Communities Courses</li> <li>• Student and Parent Orientation</li> <li>• Board of Trustees approve College Budget for 2012-13 academic year</li> <li>• IPEDS Registration</li> </ul>	<p>ALL Personnel</p> <p>IE Office</p> <p>IE Office</p> <p>IE Office/All Units</p> <p>QEP Director</p> <p>Dean of Student Services</p> <p>OFFICE OF THE PRESIDENT</p> <p>IE Office</p>
SEPTEMBER 2012	<ul style="list-style-type: none"> <li>• Faculty Senate recommends members of the Program Review Committee to the Vice President of Academic Affairs</li> <li>• Submit list of recommendations for members of the Program Review Committee to President.</li> <li>• Board of Trustee meeting: Submit list of the</li> </ul>	<p>Faculty Senate</p> <p>V.P. of Academic Affairs</p> <p>V.P. of Academic</p>

	<p>programs to be reviewed by the Committee to the Board of Trustee on behalf of the President</p> <ul style="list-style-type: none"> <li>• Meetings with Faculty and Staff – Implementation of new IE and Assessment Plan</li> <li>• IPEDS Fall Data Collection Begins</li> <li>• Budget allocated to college department level</li> </ul>	<p>Affairs</p> <p>IE Office /All Units</p> <p>HR/Regr/Financial Aid/VP Admin/IE</p> <p>V. P. Administrative Services</p>
OCTOBER 2012	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> <li>• Quarterly budget reports will be sent to departments</li> <li>• IPEDS submission to the System Office</li> <li>• Program Review Training</li> <li>• Program Heads collect data and complete Program Review Report</li> <li>• Reports reviewed and submit by Program Review Committee with Instructional Recommendation to the Dean of Curriculum Programs</li> <li>• Administer the Student (Climate) Satisfaction Survey</li> <li>• Administer Employer Survey</li> </ul>	<p>V. P. Administrative Services</p> <p>IE Office</p> <p>V. P. Academic Affairs</p> <p>Program Head</p> <p>Program Review Committee/Dean of Curriculum</p> <p>IE Office</p> <p>IE Office/Div. Chairs</p>
NOVEMBER 2012	<ul style="list-style-type: none"> <li>• Publish Fact Book</li> <li>• Submit curriculum changes to Curriculum Committee</li> </ul>	<p>IE Office</p> <p>Academic Chairs &amp; Dept. Heads</p>
DECEMBER 2012	<ul style="list-style-type: none"> <li>• End of Course Survey- administer student evaluation of faculty &amp; submit results to Personnel and I. E.</li> <li>• IPEDS Winter/Spring Data Collection Begins</li> <li>• Mid-Year Results of IE Reports Due (Dec. 18)</li> </ul>	<p>Dean of Curriculum &amp; Director of Distance Learning</p> <p>IE/IPEDS Reporting Units</p> <p>All Units/IE Office</p>

	<ul style="list-style-type: none"> <li>• Review/Analyze IE Plans, Outcomes Tables-Courses</li> <li>• Conduct Non-Completers Survey</li> <li>• Submit Survey to College Board</li> <li>• Grades Due (December 17)</li> </ul>	<p>IE Office</p> <p>IE Office</p> <p>IE Office</p> <p>Faculty</p>
JANUARY 2013	<ul style="list-style-type: none"> <li>• The Dean of Curriculum reviews Program Review Reports and recommendations; submits to the V.P. of Academic Affairs</li> <li>• The V.P. reviews and submits the Reports and Recommendations to the President and the Academic Affairs Committee of the Board of Trustees</li> <li>• Student Orientation</li> <li>• HCC's professional development days</li> <li>• Mid-Year Presentation</li> <li>• Curriculum Committee evaluates curriculum/submissions</li> <li>• Compile and analyze the Student Satisfaction Survey</li> <li>• Complete the Non-Completers' Survey</li> <li>• Review of strategic plan annual priorities/IE Assessments</li> </ul>	<p>Dean of Curriculum Programs</p> <p>V.P. of Academic Affairs</p> <p>Dean of Student Services</p> <p>All Personnel</p> <p>All Units/IE</p> <p>Curriculum Committee</p> <p>IE Office</p> <p>IE Office</p> <p>IE Office</p>
FEBRUARY 2013	<ul style="list-style-type: none"> <li>• 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.)</li> </ul>	<p>Academic Affairs Committee of the Board of Trustees</p>
FEBRUARY 2013	<ul style="list-style-type: none"> <li>• Distribute instruments for employee evaluations</li> <li>• Submit IPEDS Data</li> </ul>	<p>Personnel Officer</p> <p>IE Office</p>

	<ul style="list-style-type: none"> <li>• Units receive budget planning forms for fiscal year 2013-14</li> <li>• Units identify budget needs and submit completed forms to supervisors</li> </ul>	VP for Administrative Services All Units
MARCH 2013	<ul style="list-style-type: none"> <li>• Supervisors submit ranked budget planning forms to Deans</li> <li>• Deans submit ranked budget planning forms to VPs</li> <li>• Budget Committee Meets</li> <li>• Budget Committee evaluates and prioritizes next year's budget requests</li> </ul>	Supervisors  Deans  Budget Committee  Budget Committee
APRIL 2013	<ul style="list-style-type: none"> <li>• Evaluation of Faculty and Staff</li> <li>• Submission of IPEDS Spring Data</li> <li>• Graduate Survey</li> <li>• Dean of Curriculum completes faculty credentialing forms, submits to Personnel, and send report to IE Office</li> <li>• Personnel completes employee credentialing forms</li> <li>• Graduating Student Meeting</li> </ul>	All Supervisors  IE Office  IE Office  Dean of Curriculum Programs  Personnel Officer  Dean of Students and Registrar
MAY 2013	<ul style="list-style-type: none"> <li>• <b>Submission of Programs Outcomes Tables Results to IE Office</b></li> <li>• <b>Submission of Classroom Assessment Data to IE Office</b></li> <li>• Units review, evaluate, and report <b>Educational Outcomes Assessment Results and Student Learning Outcomes Assessment Results</b> outlined in <b>IE Plans</b> and <i>compare <u>Actual Results</u></i> to the <b>Intended Student Learning Outcomes/Intended Outcomes</b></li> </ul>	Chairs  Chairs  Curriculum Programs

MAY 2013	<ul style="list-style-type: none"> <li>• Administer Student Evaluation of Faculty &amp; report results to IE Office</li> </ul>	Dean of Curriculum/ Director of Distance Learning
JUNE 2013	<ul style="list-style-type: none"> <li>• All Administrative Units review <b>assessment results</b>, and report outcomes for the 2012-13 IE Plan-submit to IE Office</li> <li>• IE Office reviews, evaluates, and analyzes Outcomes Data Results, Use of Results, and Close the Loop</li> <li>• Presentation of final annual IE Report to President and members of the Executive Staff; publish information on the web page.</li> </ul>	All Administrative Units  IE Office  IE Office
JULY 2013	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Budget Allocations</li> <li>• Review and update IE calendar for 2013-2014</li> <li>• Review Strategic Plan for New Academic year</li> </ul>	All Units VP Administrative Services IE Office  IE Office