OFFICE OF INSTITUTIONAL EFFECTIVENESS
2014-2015 PLANNING AND ASSESSMENT CALENDAR

MONTH	ACTIVITY	RESPONSIBILITY
JULY 2014	• New fiscal year begins • Review & update Planning and Assessment calendar for 2014-15 • Review Strategic Plan for new academic year planning	 IE Office IE Office
AUGUST 2014	• HCC's Professional Development Days • Publish Annual Planning and Assessment Calendar • Professional Development Training- QEP- Learning Communities • Student and Parent Orientation • Board of Trustees approval of college budget for 2014-15 • IPEDS Registration • Distribute reports calendar for NCCCS and IPEDS	ALL Personnel IE Office QEP Director Dean of Student Services OFFICE OF THE PRESIDENT IE Office
SEPTEMBER 2014	• 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 • Campus wide meetings on strategic planning, IE and assessment plans for 2014-15. • Final 2014-15 IE Plan Report reviewed with departments and submitted to the President	Faculty Senate V.P. of Academic Affairs V.P. of Academic Affairs IE Office/All Units IE Office / Registrar

	• IPEDS Fall Data Collection Begins • Final Budget posted by VP of Administrative Services	Various Unit Heads VP Administrative Services
OCTOBER 2014	• Budget Committee Meeting • Fall IPEDS submitted • Program Head/Chair collect data for Program Review Reports • Reports reviewed by Program Review Committee and submitted along with instructional recommendations to the Dean of Curriculum Programs • Academic School I. E. Plans due to Dean of Curriculum 10-01-14 • 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 VPs/Deans IE Office
NOVEMBER 2014	• Submit curriculum changes to Curriculum Committee	IE Office Academic Chairs & Dept. Heads
DECEMBER 2014	• Course Feedback Surveys administered • IPEDS Winter/Spring Data Collection Begins • Grades Due	Dean of Curriculum & Director of Distance Learning IPEDS Reporting Units/I. E. Office Faculty, Registrar
JANUARY 2015	• 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 • Student Orientation • Curriculum Committee evaluates curriculum/submissions	Dean of Curriculum Programs V.P. of Academic Affairs Dean of Student Services Curriculum Committee

	• Review of strategic plan annual priorities/IE Assessments mid-year reporting	IE Office IE Office
FEBRUARY 2015	• 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) • Submit Winter IPEDS Data	Academic Affairs Committee of the Board of Trustees IE Office
MARCH 2015	• Budget Committee Meets • Administer Student Satisfaction Survey	VP Administrative Services IE Office
APRIL 2015	• Evaluation of Faculty and Staff • Submission of IPEDS Spring Data • Graduate Survey • Dean of Curriculum completes faculty credentialing forms, submits to Personnel • Graduating Student Meeting • Submit Spring IPEDS Data • Budget planning is April thru May • Directors submit budget requests to Deans/ Deans to VP • Submit all final purchase requisitions to business office by May 1st	All Supervisors IE Office Dean of Curriculum Programs, Personnel Dean of Students Registrar Directors, Deans, and VPs Business office

MAY 2015	• Units review, evaluate, and report **Educational Outcomes Assessment Results** and **Student Learning Outcomes Assessment Results** outlined in **IE Plans** and *compare* <u>Actual Results</u> to the **Intended Student Learning Outcomes/Intended Outcomes**	Chairs
	• End of course evaluations of individual courses/faculty & report results to Personnel & IE Office	Curriculum Programs Chairs/
	• Academic areas report I E results to respective Chairs, Deans, Directors and VPs. VPAA submits results to Dean of IE	Dean of Curriculum/ Director of Distance Learning
	• Deans submit budget requests to VP/VP to VPAS	Faculty, Chairs, Deans Directors, VPs
JUNE 2015	• All Administrative Units review **Assessment/IE results**, and report outcomes for the 2014-15 IE Plan-submit to IE Office	All Administrative Units
	• IE Office reviews, evaluates, and analyzes Outcomes Data Results, Use of Results, and Closes the Loop	IE Office
	• Compile and distribute graduate survey data report	IE Office
	• Executive Team makes recommendations for purchasing needs based on a listing of unencumbered funds.	Executive Team/VPAS
	• Department budgets to VPAS by June 15th.	VPAS
JULY 2015	• Institution begins new fiscal year	All Units
	• Presentation of final annual IE Report to President and members of the Executive Staff; publish information on the web page.	IE Office
	• Review and update IE calendar for 2015-2016.	IE Office
	• Review Strategic Plan for New Academic year 2015-16.	IE Office

	• Tentative Budget for 2015-16 allocated.	VPAS