



OFFICE OF INSTITUTIONAL EFFECTIVENESS

2019-2020 PLANNING AND ASSESSMENT CALENDAR

MONTH	ACTIVITY	RESPONSIBILITY
JULY 2019	<ul style="list-style-type: none"> • New fiscal year begins • Update Planning and Assessment Calendar for the new fiscal year 	All Personnel IE & ADV
AUGUST 2019	<ul style="list-style-type: none"> • HCC's Professional Development Days/Convocations Closing the loop information for faculty and staff • Student & Parent Orientation • Board of Trustees approval of college budget for 2019-20 • IPEDS Registration • Distribute reports' calendar for NCCCS and IPEDS (web link) • Memo reminder/meeting: Faculty & Staff to implement IE Plan for the new fiscal year 	All Personnel IE Dean of Student Services Office of the President IE & ADV IE & ADV IE & ADV
SEPTEMBER 2019	<ul style="list-style-type: none"> • IPEDS Fall Data Collection begins • 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 • IE: Meet with Faculty & Staff <i>by request/needs</i>-In implementing the IE Plan • Submit curriculum changes to Curriculum Committee (9/25) 	IE & ADV/Various V.P. of Academic Affairs IE & ADV Academic Chairs & Dept. Heads



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September	<ul style="list-style-type: none"> IOTA: Student Course Evaluation (1st 8) opens 	IOTA/IE & ADV
OCTOBER 2019	<ul style="list-style-type: none"> Initial Budget Submit list of recommendations for members of the Program Review Committee to the President Submit Fall IPEDS data Program Review Training Session The Program Heads collect data and complete Program Review Report Reports are reviewed by the Program Review Committee and submitted with instructional recommendations to the School Chairs (in lieu of Dean of Curriculum Programs) Mid-Term grades are due) Table for continuous improvement for grade distribution & course evaluation Publish the web Fact Book Budget Approval by the Board of Trustees 	V.P. of Administrative Services V.P. of Academic Affairs IE & ADV V.P. of Academic Affairs Program Heads Program Review Committee Faculty, Registrar Faculty/Institutional Research IE & ADV Board of Trustees
October 11		
NOVEMBER 2019	<ul style="list-style-type: none"> Administer the Student (Climate) Satisfaction Survey Administer Employer Survey Submit changes in curriculum to the Curriculum Review Committee IOTA: Student Course Evaluation of Faculty (16 wk., 2nd 8 wk.) opens 	IOTA / IE & ADV IE /Div.Chairs/Dept. Heads School Chairs/Dept. Heads IOTA/ IE & ADV



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<p>DECEMBER 2019</p> <p style="text-align: center;">December 13</p> <p style="text-align: center;">December 13</p>	<ul style="list-style-type: none"> • Conduct Non-Completers Survey • IPEDS Winter/Spring Data Collection begins • Grades are due • I.E. Mid-Year Results • Non Units IE –Assessment Outcomes Tables for online, Off-site, Hybrid courses • Classroom Assessment (the minute paper) • Closing the loop reports (IOTA Student Course Evaluation) 	<p>V.P. Student Services and Enrollment Management</p> <p>IPEDS Reporting Units/ IE & ADV</p> <p>Faculty, Registrar</p> <p>All Units</p> <p>Faculty</p> <p>School Chairs/Dept. Heads</p>
<p>JANUARY 2020</p>	<ul style="list-style-type: none"> • The School Chairs & Dept. Heads (in lieu of Dean of Curriculum) reviews Program Review Reports and recommendations and submits to the V.P. of Academic Affairs • Administrative Units report Outcome results to the IE Office (<i>Mid-year report</i>) • The V.P. of Academic Affairs reviews and submits Program Review Reports and Institutional Recommendation to the President. • The President submits to the Academic Affairs Committee of the Board of Trustees • Student orientation • Faculty submit syllabus revisions to School Chairs (in lieu of Dean of Curriculum Programs) 	<p>School Chairs & Dept. Heads</p> <p>IE & ADV</p> <p>V.P. of Academic Affairs</p> <p>President</p> <p>V.P. of Student Services and Enrollment</p> <p>Faculty/Staff</p>



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<p>January <u>IE Mid-Year Report</u></p>	<ul style="list-style-type: none"> • Attend HCC’s professional development at Convocation • Adjunct Faculty attend HCC’s professional development Convocation • Curriculum Review Committee evaluates curriculum/submissions • Compile and analyze the Student Satisfaction Survey • <u>Review and Analyze all IE Assessment mid-year reports (IE Plans, SLO, Outcomes Tables – Courses/Programs)</u> • Review reports • Review Strategic Plan (with annual priorities) 	<p>Faculty</p> <p>Adjunct Faculty</p> <p>Curriculum Committee</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>IE & ADV</p>
<p>FEBRUARY 2020</p>	<ul style="list-style-type: none"> • 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.) • Submit QEP Summary (2-4 pages) • Submit Winter IPEDS Data • Submit compliance certificate • Budget form available via Web-Advisor (see State Budget process for HCC) • IOTA: Student Course Evaluation (1st 8wk) opens 	<p>Academic Affairs Committee of the Board of Trustees</p> <p>QEP Director</p> <p>IE & ADV/Units</p> <p>IE & ADV</p> <p>V.P. Administrative services</p> <p>IOTA / IE & ADV</p>



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<p>MARCH 2020</p> <p>March 13</p>	<ul style="list-style-type: none"> • V.P. of Administrative Services (CFO) sends budget templates to VPs • Units identify budget needs and submit completed forms to supervisors • Budget Planning is April thru May • Table for continuous improvement & course evaluation • All VPs submit Department budgets to the VP of Administrative Services 	<p>V. P. Administrative Services</p> <p>All Units</p> <p>Directors, Dept. Heads, Deans & VPs (All Units)</p> <p>Faculty/IR</p> <p>All VPs</p>
<p>APRIL 2020</p>	<ul style="list-style-type: none"> • Graduate Survey • Submission of IPEDS Spring data • Continue drafting QEP document • Submit QEP Lead Evaluator to SACSCOC • School Chairs (in lieu of Dean of Curriculum) completes faculty credentialing forms, submits to Personnel, and send report to IE Office • Personnel completes faculty credentialing forms • IOTA: Student Course Evaluation (16wk, 8wk.) opens 	<p>IE & ADV</p> <p>IE & ADV/Units</p> <p>QEP Director</p> <p>QEP Director</p> <p>School Chairs</p> <p>Personnel Office</p> <p>V.P. of Administrative Services</p> <p>IOTA/ IE & ADV</p>



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<p>MAY 2020</p> <p>May 4</p> <p>May</p> <p>May 15</p>	<ul style="list-style-type: none"> • Evaluation of faculty & staff • All Units submit Program Outcomes /Assessment results & Use of results to IE Office • Including distance learning outcomes and all SLO assessment results (fall & spring) & Results indicating that program goals have been met • <u>All Units</u> review, evaluate, and report educational outcomes assessment results & student learning outcomes assessment results outlined in IE Plans & compare ACTUAL RESULTS to Intended Student Learning Outcomes/Intended Outcomes • Non Units IE –Assessment Outcomes Tables for online, Off-site, Hybrid courses • Results of Employer Satisfaction survey of HCC Graduates & Evidence of implementation based on results • Annual Advisory Board Meeting & /evidence of the use of results for continuous program improvement • Advisory Board Meeting Minutes for al programs with Advisory committees • Submit all final purchase requisitions to business office by May 	<p>President/VPs/Deans</p> <p>All Units (faculty & staff)</p> <p>All Units</p> <p>Faculty</p> <p>Units /Program heads</p> <p>Units /Program heads</p> <p>Units /Program heads</p> <p>All Units</p>

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	<ul style="list-style-type: none"> • All Units submit Unit list of Accomplishments • Close the gap in Planning & Assessment Results • All Units review & revise next year's (2020/21) IE Plans • Faculty submit revisions of syllabi to School Chairs (in lieu of Dean of Curriculum Programs) • Closing the loop reports (IOTA Student Course Evaluation of Faculty) 	School Chairs/Deans/Dept. Heads
JUNE 2020	<ul style="list-style-type: none"> • IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP • Review IE Plans for 2019-2020 academic year • Evaluate 2019-2020 Strategic Plan Priorities and close the loop • CLOSE THE LOOP on previous year's Institutional Effectiveness Plans • Compile and distribute graduate survey report • The President Executive Team makes recommendations for Purchasing needs based on a listing of unencumbered funds • IE end of year report 	IE & ADV IE & ADV IE & ADV IE & ADV President Executive Team IE & ADV
June 15		
June		
JULY 2020	<ul style="list-style-type: none"> • Institution begins new fiscal year • Final IE Report to the President and members of the 	All Units IE & ADV



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	<p>Executive Staff & publish information on the HCC web page</p> <ul style="list-style-type: none"> Review and update IE calendar for 2020-2021 	IE & ADV
AUGUST 2020	<ul style="list-style-type: none"> All Units implement new IE and Assessment Plans for the new fiscal year Appoint Committee members 	<p>All Units</p> <p>President</p>