

## Annual Institutional Effectiveness Cycle 2011-2012

| <i>Month</i> | <i>Activity</i>   | <i>Responsibility*</i>   |
|--------------|---|--|
| July         | <ul style="list-style-type: none"> <li>• Review and revise Institutional Plan</li> </ul>  | IE, Planning, and Development Committee,<br>President and Board of Trustees  |
| August       | <ul style="list-style-type: none"> <li>• Review and revise Institutional Plan</li> <li>• Distribute 2012-2013 budget information</li> </ul>   | IE, Planning, and Development Committee,<br>President and Board of Trustees<br>Budget office   |
| September    | <ul style="list-style-type: none"> <li>• Review, revise, or delete previous year's assessment</li> <li>• Develop and distribute new objectives and assessment criteria</li> <li>• Pending budget revision, faculty and staff raises will be decided</li> <li>• Initiate curriculum revisions</li> </ul> | Academic/Administrative/Educational Support Units<br>All Departmental Units, Academic and Administrative<br>President and VPAA<br><br>Academic Departments |
| October      | <ul style="list-style-type: none"> <li>• Review assessment plans</li> </ul>   | Institutional Effectiveness; Administration  |
| November     | <ul style="list-style-type: none"> <li>• Vote on curriculum changes</li> </ul>  | Faculty Assembly; Graduate Committee   |
| January      |   |  |
| February     | <ul style="list-style-type: none"> <li>• Prepare budget information and budget instructions</li> <li>• Distribute budget information and instructions</li> <li>• Revise catalogs</li> </ul>   | Administration<br><br>Treasurer/Controller and Budget Director<br><br>Academic Affairs; Deans; Administrators  |
| March        | <ul style="list-style-type: none"> <li>• Receive preliminary budget requests</li> <li>• Issue letters to faculty who are not being renewed for 2012-2013</li> </ul>   | All budget units<br><br>President and VPAA   |
| April        | <ul style="list-style-type: none"> <li>• Draft of preliminary budget, 2012-2013</li> <li>• Vote on curriculum changes</li> </ul>  | Administration<br>Faculty Assembly; Graduate Committee   |
| May          | <ul style="list-style-type: none"> <li>• Present budget for 2012-2013</li> </ul>  | Administration; Board of Trustees  |
| June         | <ul style="list-style-type: none"> <li>• Complete and distribute information for assessment</li> </ul>  | Institutional Research   |

\* Institutional Research supports any or all activities listed on this chart, including graduating students' *Exit Interview*, the *Graduate Follow-Up Report*, students' *Evaluation of Faculty*, the *Student Survey*, the *Fact Book*, etc.