

## Annual Institutional Effectiveness Cycle 2000-2001

<i>Month</i>	<i>Activity</i>	<i>Responsibility*</i>
July	<ul style="list-style-type: none"> <li>• Distribute budget information</li> </ul>	Business Office
August	<ul style="list-style-type: none"> <li>• Review and revise Institutional Plan</li> </ul>	Long Range Planning Committee, Faculty Assembly, President, and Board of Trustees
September	<ul style="list-style-type: none"> <li>• Review CAMPAIGN FOR EXCELLENCE</li> <li>• Review, revise, or delete previous year's assessment</li> <li>• Develop and distribute new objectives and assessment criteria</li> <li>• Review/Evaluate Institutional Plan and status of CAMPAIGN FOR EXCELLENCE</li> </ul>	Executive Council; Board of Trustees Academic/Administrative/Educational Support Units All Departmental Units, Academic & Administrative Executive Committee of the Board of Trustees
October	<ul style="list-style-type: none"> <li>• Review assessment plans</li> </ul>	Institutional Effectiveness Administration
November	<ul style="list-style-type: none"> <li>• Initiate curriculum revisions</li> </ul>	Academic Departments
December	<ul style="list-style-type: none"> <li>• Prepare budget information and budget instructions</li> </ul>	Executive Council; Controller
January	<ul style="list-style-type: none"> <li>• Distribute budget information and instructions</li> </ul>	Controller
February	<ul style="list-style-type: none"> <li>• Vote on curriculum changes</li> </ul>	Faculty Assembly; Graduate Committee All budget units
March	<ul style="list-style-type: none"> <li>• Receive preliminary budget requests</li> <li>• Draft of preliminary budget, 2001-2002</li> <li>• Issue contracts to faculty</li> </ul>	Executive Council; Controller President/EVP/VPAA; Business Office
April	<ul style="list-style-type: none"> <li>• Vote on curriculum changes</li> </ul>	Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> <li>• Revise catalogs</li> </ul>	Academic Affairs; Deans; Administrators
June	<ul style="list-style-type: none"> <li>• Present budget for 2001-2002</li> <li>• Complete and distribute information for assessment</li> </ul>	Administration; Board of Trustees 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* (every four years), etc.