

Annual Institutional Effectiveness Cycle 2001-2002

<i>Month</i>	<i>Activity</i>	<i>Responsibility*</i>
July	<ul style="list-style-type: none"> • Distribute budget information 	Business Office
August	<ul style="list-style-type: none"> • Review and revise Institutional Plan 	Long Range Planning Committee, Faculty Assembly, President, and Board of Trustees
September	<ul style="list-style-type: none"> • Review CAMPAIGN FOR EXCELLENCE • Review, revise, or delete previous year's assessment • Develop and distribute new objectives and assessment criteria • Review/Evaluate Institutional Plan and status of CAMPAIGN FOR EXCELLENCE 	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"> • Review assessment plans 	Institutional Effectiveness Administration
November	<ul style="list-style-type: none"> • Initiate curriculum revisions 	Academic Departments
December	<ul style="list-style-type: none"> • Prepare budget information and budget instructions 	Executive Council; Controller
January	<ul style="list-style-type: none"> • Distribute budget information and instructions 	Controller
February	<ul style="list-style-type: none"> • Vote on curriculum changes 	Faculty Assembly; Graduate Committee All budget units
March	<ul style="list-style-type: none"> • Receive preliminary budget requests • Draft of preliminary budget, 2002-2003 • Issue contracts to faculty 	Executive Council; Controller President/EVP/VPAA; Business Office
April	<ul style="list-style-type: none"> • Vote on curriculum changes 	Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
June	<ul style="list-style-type: none"> • Present budget for 2002-2003 • Complete and distribute information for assessment 	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.