

Annual Institutional Effectiveness Cycle 2004-2005

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July August	<ul style="list-style-type: none"> • Distribute budget information • Review and revise Institutional Plan 	Business Office IE, Planning, and Development Committee, President and Board of Trustees Board of Trustees
September	<ul style="list-style-type: none"> • Review/Evaluate Institutional Plan and status of CAMPAIGN FOR SCHOLARSHIP, LEADERSHIP, AND SERVICE • Review, revise, or delete previous year's assessment • Develop and distribute new objectives and assessment criteria • Pending budget revision, faculty and staff raises will be decided 	Academic/Administrative/Educational Support Units All Departmental Units, Academic & Administrative President & VPAA
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 	Administration
January	<ul style="list-style-type: none"> • Distribute budget information and instructions 	Treasurer/Controller & Budget Director
February	<ul style="list-style-type: none"> • Vote on curriculum changes • Receive preliminary budget requests • Revise catalogs 	Faculty Assembly; Graduate Committee All budget units Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> • Draft of preliminary budget, 2005-2006 • Issue letters to faculty who are not being renewed for 2005-2006 	Administration President & VPAA
April	<ul style="list-style-type: none"> • Vote on curriculum changes 	Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> • Present budget for 2005-2006 	Administration; Board of Trustees
June	<ul style="list-style-type: none"> • Complete and distribute information for assessment 	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.