

# Annual Institutional Effectiveness Cycle

## 2007-2008

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July	<ul style="list-style-type: none"> <li>• Distribute 2007-2008 budget information</li> </ul>	Business Office
August	<ul style="list-style-type: none"> <li>• Review and revise Institutional Plan</li> </ul>	IE, Planning, and Development Committee, President and Board of Trustees
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> </ul>	Academic/Administrative/Educational Support Units All Departmental Units, Academic and Administrative President and VPAA
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>	Administration
January	<ul style="list-style-type: none"> <li>• Distribute budget information and instructions</li> <li>• Vote on curriculum changes</li> </ul>	Treasurer/Controller and Budget Director Faculty Assembly; Graduate Committee
February	<ul style="list-style-type: none"> <li>• Receive preliminary budget requests</li> <li>• Revise catalogs</li> </ul>	All budget units Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> <li>• Draft of preliminary budget, 2008-2009</li> <li>• Issue letters to faculty who are not being renewed for 2008-2009</li> </ul>	Administration President and VPAA
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>• Present budget for 2008-2009</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.