

Annual Institutional Effectiveness Cycle 2008-2009

<i>Month</i>	<i>Activity</i>	<i>Responsibility*</i>
July	<ul style="list-style-type: none"> • Review and revise Institutional Plan 	IE, Planning, and Development Committee, President and Board of Trustees
August	<ul style="list-style-type: none"> • Review and revise Institutional Plan • Distribute 2008-2009 budget information 	IE, Planning, and Development Committee, President and Board of Trustees Budget office
September	<ul style="list-style-type: none"> • 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 and Administrative President and 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
January	<ul style="list-style-type: none"> • Vote on curriculum changes 	Faculty Assembly; Graduate Committee
February	<ul style="list-style-type: none"> • Prepare budget information and budget instructions • Distribute budget information and instructions • Revise catalogs 	Administration Treasurer/Controller and Budget Director Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> • Receive preliminary budget requests • Issue letters to faculty who are not being renewed for 2009-2010 	All budget units President and VPAA
April	<ul style="list-style-type: none"> • Draft of preliminary budget, 2009-2010 • Vote on curriculum changes 	Administration Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> • Present budget for 2009-2010 	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.