

Annual Institutional Effectiveness Cycle 2009-2010

| <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 2009-2010 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 Chief Financial Officer 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 2010-2011 | All budget units President and VPAA |
| April | <ul style="list-style-type: none"> Draft of preliminary budget, 2010-2011 Vote on curriculum changes | Administration Faculty Assembly; Graduate Committee |
| May | <ul style="list-style-type: none"> Present budget for 2010-2011 | 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 *Fact Book*, etc.