

Annual Institutional Effectiveness Cycle 2010-2011

| <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 2010-2011 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 2011-2012 | All budget units President and VPAA |
| April | <ul style="list-style-type: none"> • Draft of preliminary budget, 2011-2012 • Vote on curriculum changes | Administration Faculty Assembly; Graduate Committee |
| May | <ul style="list-style-type: none"> • Present budget for 2011-2012 | 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.