

Annual Institutional Effectiveness Cycle

2020-2021

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July	<ul style="list-style-type: none"> • Review and revise Institutional Plan • Complete and distribute information for assessment 	IE, Planning, and Development Committee Institutional Research
August	<ul style="list-style-type: none"> • Institutional Plan – Faculty review and approve • Faculty and staff raises will be decided • Review, revise, or delete previous year’s assessment • Develop and distribute new objectives and assessment criteria 	Faculty Assembly President and Administration Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units
September	<ul style="list-style-type: none"> • Institutional Plan – Administrative approval • Revised Budget Approval • Distribute 2020-2021 budget information • Review assessment plans • Initiate curriculum revisions 	President and Board of Trustees Finance Office and Board of Trustees Finance Office Institutional Effectiveness; Administration Academic Departments
October	<ul style="list-style-type: none"> • Review assessment plans • Vote on curriculum changes 	Institutional Effectiveness; Administration Faculty Assembly; Curriculum Committees
November		
January	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
February	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> • Submit proposals for new positions in the following academic year 	Administration
April	<ul style="list-style-type: none"> • Prepare and distribute budget information and instructions to departments for upcoming fiscal year requests • Issue contracts for returning faculty and letters to faculty who are not being renewed for 2021-2022 	Administration and Finance Office President and VPAA
May	<ul style="list-style-type: none"> • Receive budget requests from departments • Tentative budget approval for 2021-2022 	All budget units Finance Office; Board of Trustees
June		

* 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 *Enrollment Reports*, the *Fact Book*, etc.