Annual Institutional Effectiveness Cycle
2024-2025

Month	*Activity*	*Responsibility*
July	• Review and revise Institutional Plan • Complete and distribute information for assessment • Independent Audit process	• IE, Planning, and Development Committee • Institutional Research • Finance Office
August	• Institutional Plan and IE Cycle • Faculty and staff raises will be decided • Review and revise previous year's assessment • Develop and distribute new objectives and assessment criteria • Receive Independent Audit • Revised Budget Approval • Distribute Budget information	• Administration • President and Administration • Academic/Administrative/Educational Support Units • All Departmental Units, Academic Programs and Administrative Units • Finance Office • Finance Office and Board of Trustees • Finance Office
September	• Review assessment plans • Initiate curriculum revisions	• Institutional Effectiveness; Administration • Academic Departments • Academic Departments
October	• Review assessment plans • Vote on curriculum changes (new programs, etc.)	• Institutional Effectiveness; Administration • Faculty Assembly; Curriculum Committees
November	• Submit annual IRS Returns	• Finance Office
January	• Revise catalogs	• Academic Affairs; Deans; Administrators
February	• Revise catalogs	• Academic Affairs; Deans; Administrators
March	• Submit proposals for new positions in the following academic year	• Administration
April	• Issue appropriate contracts for returning faculty and letters to faculty who are not being renewed for 2025-2026	• President and VPAA
May	• Prepare and distribute budget information and instructions to departments for upcoming fiscal year request • Tentative budget approval for 2025-2026	• Administration and Finance Office • Finance Office; Board of Trustees
June	• Receive budget requests from departments	• All budget units

* 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.

Institutional Effectiveness and Planning