

# Annual Institutional Effectiveness Cycle 2025-2026

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i>
July	<ul style="list-style-type: none"> <li>• Review and revise Institutional Plan</li> <li>• Complete and distribute information for assessment</li> <li>• Independent Audit process</li> </ul>	<ul style="list-style-type: none"> <li>• IE, Planning, and Development Committee</li> <li>• Institutional Research</li> <li>• Finance Office</li> </ul>
August	<ul style="list-style-type: none"> <li>• Institutional Plan and IE Cycle</li> <li>• Faculty and staff raises will be decided</li> <li>• Review and revise previous year's assessment</li> <li>• Develop and distribute new objectives and assessment criteria</li> <li>• Receive Independent Audit</li> <li>• Revised Budget Approval</li> <li>• Distribute Budget information</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• President and Administration</li> <li>• Academic/Administrative/Educational Support Units</li> <li>• All Departmental Units, Academic Programs and Administrative Units</li> <li>• Finance Office</li> <li>• Finance Office and Board of Trustees</li> <li>• Finance Office</li> </ul>
September	<ul style="list-style-type: none"> <li>• Review assessment plans</li> <li>• Initiate curriculum revisions</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Effectiveness; Administration</li> <li>• Academic Departments</li> <li>• Academic Departments</li> </ul>
October	<ul style="list-style-type: none"> <li>• Review assessment plans</li> <li>• Vote on curriculum changes (new programs, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Institutional Effectiveness; Administration</li> <li>• Faculty Assembly; Curriculum Committees</li> </ul>
November	<ul style="list-style-type: none"> <li>• Submit annual IRS Returns</li> </ul>	<ul style="list-style-type: none"> <li>• Finance Office</li> </ul>
January	<ul style="list-style-type: none"> <li>• Revise catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs; Deans; Administrators</li> </ul>
February	<ul style="list-style-type: none"> <li>• Revise catalogs</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Affairs; Deans; Administrators</li> </ul>
March	<ul style="list-style-type: none"> <li>• Submit proposals for new positions in the following academic year</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> </ul>
April	<ul style="list-style-type: none"> <li>• Issue appropriate contracts for returning faculty and letters to faculty who are not being renewed for 2026-2027</li> </ul>	<ul style="list-style-type: none"> <li>• President and VPAA</li> </ul>
May	<ul style="list-style-type: none"> <li>• Prepare and distribute budget information and instructions to departments for upcoming fiscal year request</li> <li>• Tentative budget approval for 2026-2027</li> </ul>	<ul style="list-style-type: none"> <li>• Administration and Finance Office</li> <li>• Finance Office; Board of Trustees</li> </ul>
June	<ul style="list-style-type: none"> <li>• Receive budget requests from departments</li> </ul>	<ul style="list-style-type: none"> <li>• All budget units</li> </ul>

\* 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