



OFFICE OF INSTITUTIONAL EFFECTIVENESS

**2017-2018 PLANNING AND ASSESSMENT CALENDAR**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
JULY 2017	<ul style="list-style-type: none"> <li>• New fiscal year begins</li> <li>• Update Planning and Assessment Calendar for the new fiscal year</li> </ul>	All Personnel IE & ADV
AUGUST 2017	<ul style="list-style-type: none"> <li>• HCC's Professional Development Days/Convocations Closing the loop information for faculty and staff</li> <li>• Student &amp; Parent Orientation</li> <li>• Board of Trustees approval of college budget for 2016-17</li> <li>• IPEDS Registration</li> <li>• Distribute reports' calendar for NCCCS and IPEDS (web link)</li> <li>• IOTA: Student Course Evaluation (1<sup>st</sup> 4 week) opens.</li> <li>• Memo reminder/meeting: Faculty &amp; Staff to implement IE Plan for the new fiscal year</li> </ul>	All Personnel  IE  Dean of Student Services  Office of the President  IE & ADV  IE & ADV  IE & ADV  IE & ADV
SEPTEMBER 2017	<ul style="list-style-type: none"> <li>• IPEDS Fall Data Collection begins</li> <li>• Budget form available via Web-Advisor once budget is posted to ledger by VP of Administration</li> <li>• Board of Trustee meeting: The V.P. Submits list of the programs to be reviewed by the Committee to the Board of Trustee on behalf of the President</li> <li>• IE: Meet with Faculty &amp; Staff <i>by request/needs-In</i></li> </ul>	IE & ADV/Various  V.P. of Administration  V.P. of Academic Affairs  IE & ADV



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September	<p>implementing the IE Plan</p> <ul style="list-style-type: none"> <li>• Submit curriculum changes to Curriculum Committee (9/25)</li> <li>• IOTA: Student Course Evaluation (1<sup>st</sup> 8 &amp; 2<sup>nd</sup> 4week) opens</li> </ul>	<p>Academic Chairs &amp; Dept. Heads</p> <p>IOTA/IE &amp; ADV</p>
OCTOBER 2017	<ul style="list-style-type: none"> <li>• Budget Committee Meeting</li> <li>• Submit list of recommendations for members of the Program Review Committee to the President</li> <li>• Submit Fall IPEDS data</li> <li>• Program Review Training Session</li> <li>• The Program Heads collect data and complete Program Review Report</li> <li>• Reports are reviewed by the Program Review Committee and submitted with instructional recommendations to the School Chairs (in lieu of Dean of Curriculum Programs)</li> <li>• Administer QEP Topic Survey</li> <li>• Mid-Term grades are due (10/11)</li> <li>• Publish the web Fact Book</li> <li>• IOTA: Student Course Evaluation (3<sup>rd</sup> 4 week) opens</li> </ul>	<p>V.P. of Administrative Services</p> <p>V.P. of Academic Affairs</p> <p>IE &amp; ADV</p> <p>V.P. of Academic Affairs</p> <p>Program Heads</p> <p>Program Review Committee</p> <p>QEP Director</p> <p>Faculty, Registrar</p> <p>IE &amp; ADV</p> <p>IOTA/IE &amp; ADV</p>
October 11		
NOVEMBER 2017	<ul style="list-style-type: none"> <li>• Administer the Student (Climate) Satisfaction Survey</li> <li>• Administer Employer Survey</li> <li>• Submit changes in curriculum to the Curriculum Review Committee</li> <li>• IOTA: Student Course</li> </ul>	<p>IOTA / IE &amp; ADV</p> <p>IE /Div.Chairs/Dept. Heads School Chairs/Dept. Heads</p> <p>IOTA/ IE &amp; ADV</p>



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	Evaluation of Faculty (16 wk., 2 <sup>nd</sup> 8 wk., 4 <sup>th</sup> . 4 wk.) opens	
<p>DECEMBER 2017</p> <p style="text-align: center;">December 13</p> <p style="text-align: center;"><b>December 14</b></p>	<ul style="list-style-type: none"> <li>• Conduct Non-Completers Survey</li> <li>• IPEDS Winter/Spring Data Collection begins</li> <li>• Grades are due</li> <li>• <b>I.E. Mid-Year Results</b></li> <li>• Closing the loop reports (IOTA Student Course Evaluation)</li> </ul>	<p>IE &amp; ADV</p> <p>IPEDS Reporting Units/ IE &amp; ADV</p> <p>Faculty, Registrar</p> <p>All Units</p> <p>School Chairs/Dept. Heads</p>
JANUARY 2018	<ul style="list-style-type: none"> <li>• The School Chairs &amp; Dept. Heads (in lieu of Dean of Curriculum) reviews Program Review Reports and recommendations and submits to the V.P. of Academic Affairs</li> <li>• Kick Off for developing QEP 2.0</li> <li>• Administrative Units report Outcome results to the IE Office (<i>Mid-year report</i>)</li> <li>• The V.P. reviews and submits Program Review Reports and Institutional Recommendation to the President.</li> <li>• The President submits to the Academic Affairs Committee of the Board of Trustees</li> <li>• Student orientation</li> <li>• Faculty submit syllabus revisions to School Chairs (in lieu of Dean of Curriculum Programs)</li> <li>• Attend HCC's professional development conference</li> </ul>	<p>School Chairs &amp; Dept. Heads</p> <p>QEP Director</p> <p>Heads of Administrative Offices</p> <p>V.P. of Academic Affairs</p> <p>President</p> <p>Dean of Student Services</p> <p>Faculty</p> <p>Faculty</p>

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<p>January <u>IE Mid-Year Report</u></p>	<ul style="list-style-type: none"> <li>• Adjunct Faculty attend HCC's professional development conference</li> <li>• Curriculum Review Committee evaluates curriculum/submissions</li> <li>• Compile and analyze the Student Satisfaction Survey</li> <li>• <u>Review and Analyze all IE Assessment <b>mid-year reports</b> (IE Plans, SLO, Outcomes Tables – Courses/Programs)</u></li> <li>• The President approves the posting of the Report on the HCC Intranet</li> <li>• IOTA: Student Course Evaluation (1<sup>st</sup> 4 wk.) opens</li> <li>• Review Strategic Plan (with annual priorities)</li> </ul>	<p>Adjunct Faculty</p> <p>Curriculum Committee</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>President</p> <p>IOTA/ IE &amp; ADV</p> <p>IE &amp; ADV</p>
<p>FEBRUARY 2018</p>	<ul style="list-style-type: none"> <li>• The Academic Affairs Committee of the Board of Trustees submits the Program Review Report and the institutional recommendation to the Board of Trustees. (The Committee may make recommendations that go beyond those in the Report and the institutional recommendation.)</li> <li>• QEP Focus Group (faculty, staff, &amp; students)</li> <li>• Review instruments for employee Evaluation</li> <li>• Submit Winter IPEDS Data</li> <li>• Budget form available via Web-Advisor (see State Budget process for HCC)</li> <li>• Units identify budget needs and submit completed forms</li> </ul>	<p>Academic Affairs Committee of the Board of Trustees</p> <p>QEP Director</p> <p>VPs / DEANS</p> <p>IE &amp; ADV/Units</p> <p>V.P. Administrative services</p> <p>All Units</p>



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	<p>to supervisors</p> <ul style="list-style-type: none"> <li>IOTA: Student Course Evaluation (1<sup>st</sup> 8wk &amp; 2<sup>nd</sup> 4wk) opens</li> </ul>	IOTA / IE & ADV
MARCH 2018	<ul style="list-style-type: none"> <li>Supervisors submit ranked forms to School Chairs/Deans</li> <li>School Chairs/Deans submit ranked forms to V.P.s</li> <li>Recommend high ranking QEP Ideas to administration</li> <li>IOTA Student course evaluation (3<sup>rd</sup>. 4wk.) open</li> </ul>	<p>Supervisors</p> <p>School Chairs/Deans</p> <p>QEP Director</p>
APRIL 2018	<ul style="list-style-type: none"> <li>Graduate Survey</li> <li>Submission of IPEDS Spring data</li> <li>Begin drafting QEP document</li> <li>School Chairs (in lieu of Dean of Curriculum) completes faculty credentialing forms, submits to Personnel, and send report to IE Office</li> <li>Personnel completes employee credentialing forms</li> <li>Budget Planning is April thru May</li> <li>Directors submit budget requests to School Chairs/ Deans and upward submission to VPs</li> <li>Submit all final purchase requisitions to business office by May 1<sup>s</sup></li> <li>IOTA: Student Course Evaluation (16wk, 2<sup>nd</sup> 8wk. 4<sup>th</sup> 4week) opens</li> </ul>	<p>IE &amp; ADV</p> <p>IE &amp; ADV/Units</p> <p>QEP Director</p> <p>School Chairs</p> <p>Personnel Office</p> <p>V.P. of Administrative Services</p> <p>Directors, Deans &amp; VPs (All Units)</p> <p>All Units</p> <p>IOTA/ IE &amp; ADV</p>

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<p>MAY 2018</p> <p><b>May 11</b></p> <p>May</p>	<ul style="list-style-type: none"> <li>• Evaluation of faculty &amp; staff</li> <li>• <b>All Units submit Program Outcomes /Assessment results &amp; Use of results to IE Office</b></li> <li>• Including distance learning outcomes and all SLO assessment results (fall &amp; spring) &amp; Results indicating that program goals have been met</li> <li>• <u>All Units</u> review, evaluate, and report educational outcomes assessment results &amp; student learning outcomes assessment results outlined in IE Plans &amp; compare ACTUAL RESULTS to Intended Student Learning Outcomes/Intended Outcomes</li> <li>• Close the gap in Planning &amp; Assessment Results</li> <li>• All Units review &amp; revise next year's (2018) IE Plans &amp; submit to IE Office</li> <li>• Faculty submit revisions of syllabi to School Chairs (in lieu of Dean of Curriculum Programs)</li> <li>• Closing the loop reports (IOTA Student Course Evaluation of Faculty)</li> </ul>	<p>President/VPs/Deans</p> <p>All Units (faculty &amp; staff)</p> <p>All Units</p> <p>All Units</p> <p>All Units</p> <p>School Chairs</p> <p>School Chairs/Deans/Dept. Heads</p>
<p>JUNE 2018</p>	<ul style="list-style-type: none"> <li>• IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP</li> <li>• Review IE Plans for 2017-2018 academic year</li> <li>• Evaluate 2017-2018 Strategic</li> </ul>	<p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p>

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<p>June 15</p> <p><b>June</b></p>	<p>Plan Priorities and close the loop</p> <ul style="list-style-type: none"> <li>• <b>CLOSE THE LOOP on previous year's Institutional Effectiveness Plans</b></li> <li>• Compile and distribute graduate survey report</li> <li>• Department budgets submitted to V.P. of Administrative Services</li> <li>• The President Executive Team makes recommendations for Purchasing needs based on a listing of unencumbered funds</li> <li>• <b>IE end of year report</b></li> </ul>	<p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>V.P. of Administrative Services</p> <p>President Executive Team</p> <p>IE &amp; ADV</p>
<p>JULY 2018</p>	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Final IE Report to the President and members of the Executive Staff &amp; publish information on the HCC web page</li> <li>• Review and update IE calendar for 2018-2019</li> <li>• Tentative Budget for 2018-19 allocated.</li> </ul>	<p>All Units</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>V.P. of Administrative Services</p>
<p>AUGUST 2018</p>	<ul style="list-style-type: none"> <li>• All Units implement new IE and Assessment Plans for the new fiscal year</li> <li>• Appoint Committee members</li> </ul>	<p>All Units</p> <p>V.P. of Academic Affairs</p>