



OFFICE OF INSTITUTIONAL EFFECTIVENESS

2018-2019 PLANNING AND ASSESSMENT CALENDAR

| MONTH | ACTIVITY | RESPONSIBILITY |
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| JULY 2018 | <ul style="list-style-type: none"> • New fiscal year begins • Update Planning and Assessment Calendar for the new fiscal year | All Personnel IE & ADV |
| AUGUST 2018 | <ul style="list-style-type: none"> • HCC's Professional Development Days/Convocations Closing the loop information for faculty and staff • Student & Parent Orientation • Board of Trustees approval of college budget for 2018-19 • IPEDS Registration • Distribute reports' calendar for NCCCS and IPEDS (web link) • IOTA: Student Course Evaluation (1st 4 week) opens. • Memo reminder/meeting: Faculty & Staff to implement IE Plan for the new fiscal year | All Personnel IE Dean of Student Services Office of the President IE & ADV IE & ADV IE & ADV IE & ADV |
| SEPTEMBER 2018 | <ul style="list-style-type: none"> • IPEDS Fall Data Collection begins • Budget form available via Web-Advisor once budget is posted to ledger by VP of Administration • 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 • IE: Meet with Faculty & Staff <i>by request/needs-In</i> | IE & ADV/Various V.P. of Administration V.P. of Academic Affairs IE & ADV |

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| <p>September</p> | <p>implementing the IE Plan</p> <ul style="list-style-type: none"> • Submit curriculum changes to Curriculum Committee (9/25) • IOTA: Student Course Evaluation (1st 8 & 2nd 4week) opens | <p>Academic Chairs & Dept. Heads</p> <p>IOTA/IE & ADV</p> |
| <p>OCTOBER 2018</p> <p>October 11</p> | <ul style="list-style-type: none"> • Budget • Submit list of recommendations for members of the Program Review Committee to the President • Submit Fall IPEDS data • Program Review Training Session • The Program Heads collect data and complete Program Review Report • Reports are reviewed by the Program Review Committee and submitted with instructional recommendations to the School Chairs (in lieu of Dean of Curriculum Programs) • QEP Request for proposals • Mid-Term grades are due) • Publish the web Fact Book • IOTA: Student Course Evaluation (3rd 4 week) opens | <p>V.P. of Administrative Services</p> <p>V.P. of Academic Affairs</p> <p>IE & 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 & ADV</p> <p>IOTA/IE & ADV</p> |
| <p>NOVEMBER 2018</p> | <ul style="list-style-type: none"> • Administer the Student (Climate) Satisfaction Survey • Administer Employer Survey • Submit changes in curriculum to the Curriculum Review Committee • IOTA: Student Course Evaluation of Faculty (16 wk., | <p>IOTA / IE & ADV</p> <p>IE /Div.Chairs/Dept. Heads School Chairs/Dept. Heads</p> <p>IOTA/ IE & ADV</p> |



OFFICE OF INSTITUTIONAL EFFECTIVENESS

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| | 2 nd 8 wk., 4 th . 4 wk.) opens | |
| <p>DECEMBER 2018</p> <p style="text-align: center;">December 13</p> <p style="text-align: center;">December 14</p> | <ul style="list-style-type: none"> • Conduct Non-Completers Survey • IPEDS Winter/Spring Data Collection begins • Grades are due • I.E. Mid-Year Results • Closing the loop reports (IOTA Student Course Evaluation) | <p>IE & ADV</p> <p>IPEDS Reporting Units/ IE & ADV</p> <p>Faculty, Registrar</p> <p>All Units</p> <p>School Chairs/Dept. Heads</p> |
| <p>JANUARY 2019</p> | <ul style="list-style-type: none"> • The School Chairs & Dept. Heads (in lieu of Dean of Curriculum) reviews Program Review Reports and recommendations and submits to the V.P. of Academic Affairs • Administrative Units report Outcome results to the IE Office (<i>Mid-year report</i>) • The V.P. reviews and submits Program Review Reports and Institutional Recommendation to the President. • The President submits to the Academic Affairs Committee of the Board of Trustees • Student orientation • Faculty submit syllabus revisions to School Chairs (in lieu of Dean of Curriculum Programs) • Attend HCC's professional development at Convocation • Adjunct Faculty attend HCC's professional development Convocation | <p>School Chairs & 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"> • Curriculum Review Committee evaluates curriculum/submissions • Compile and analyze the Student Satisfaction Survey • <u>Review and Analyze all IE Assessment mid-year reports (IE Plans, SLO, Outcomes Tables – Courses/Programs)</u> • Review reports • IOTA: Student Course Evaluation (1st 4 wk.) opens • Review Strategic Plan (with annual priorities) | <p>Adjunct Faculty</p> <p>Curriculum Committee</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>IOTA/ IE & ADV</p> <p>IE & ADV</p> |
| <p>FEBRUARY 2019</p> | <ul style="list-style-type: none"> • 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.) • Submit Winter IPEDS Data • Budget form available via Web-Advisor (see State Budget process for HCC) • Units identify budget needs and submit completed forms to supervisors • IOTA: Student Course Evaluation (1st 8wk & 2nd 4wk) opens | <p>Academic Affairs Committee of the Board of Trustees</p> <p>IE & ADV/Units</p> <p>V.P. Administrative services</p> <p>All Units</p> <p>IOTA / IE & ADV</p> |
| <p>MARCH 2019</p> | <ul style="list-style-type: none"> • School Chairs/Deans submit ranked forms to V.P.s • IOTA Student Course Evaluation (3rd 4 wk.) | <p>Supervisors</p> <p>School Chairs/Deans QEP Director</p> |



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| <p>APRIL 2019</p> | <ul style="list-style-type: none"> • Graduate Survey • Submission of IPEDS Spring data • Continue drafting QEP document • QEP Title unveiling • School Chairs (in lieu of Dean of Curriculum) completes faculty credentialing forms, submits to Personnel, and send report to IE Office • Personnel completes employee credentialing forms • Budget Planning is April thru May • Directors submit budget requests to School Chairs/ Deans and upward submission to VPs • Submit all final purchase requisitions to business office by May • IOTA: Student Course Evaluation (16wk, 2nd 8wk. 4th 4week) opens | <p>IE & ADV</p> <p>IE & ADV/Units</p> <p>QEP Director</p> <p>QEP Director</p> <p>School Chairs</p> <p>Personnel Office</p> <p>V.P. of Administrative Services</p> <p>Directors, Deans & VPs (All Units)</p> <p>All Units</p> <p>IOTA/ IE & ADV</p> |
| <p>MAY 2019</p> <p>May 10</p> | <ul style="list-style-type: none"> • Evaluation of faculty & staff • All Units submit Program Outcomes /Assessment results & Use of results to IE Office • Including distance learning outcomes and all SLO assessment results (fall & spring) & Results indicating that program goals have been met | <p>President/VPs/Deans</p> <p>All Units (faculty & staff)</p> |

OFFICE OF INSTITUTIONAL EFFECTIVENESS

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| <p>May</p> <p>May 15</p> | <ul style="list-style-type: none"> • <u>All Units</u> review, evaluate, and report educational outcomes assessment results & student learning outcomes assessment results outlined in IE Plans & compare ACTUAL RESULTS to Intended Student Learning Outcomes/Intended Outcomes • All Units submit Unit list of Accomplishments • Close the gap in Planning & Assessment Results • All Units review & revise next year's (2019/20) IE Plans • Faculty submit revisions of syllabi to School Chairs (in lieu of Dean of Curriculum Programs) • Closing the loop reports (IOTA Student Course Evaluation of Faculty) | <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 2019</p> <p>June 15</p> | <ul style="list-style-type: none"> • IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP • Review IE Plans for 2019-2020 academic year • Evaluate 2018-2019 Strategic Plan Priorities and close the loop • CLOSE THE LOOP on previous year's Institutional Effectiveness Plans • Compile and distribute graduate survey report • Department budgets submitted to V.P. of | <p>IE & ADV</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>V.P. of Administrative Services</p> |

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| <p>June</p> | <p>Administrative Services</p> <ul style="list-style-type: none"> The President Executive Team makes recommendations for Purchasing needs based on a listing of unencumbered funds IE end of year report | <p>President Executive Team</p> <p>IE & ADV</p> |
| <p>JULY 2019</p> | <ul style="list-style-type: none"> Institution begins new fiscal year Final IE Report to the President and members of the Executive Staff & publish information on the HCC web page Review and update IE calendar for 2019-2020 Tentative Budget for 2019-20 allocated. | <p>All Units</p> <p>IE & ADV</p> <p>IE & ADV</p> <p>V.P. of Administrative Services</p> |
| <p>AUGUST 2019</p> | <ul style="list-style-type: none"> All Units implement new IE and Assessment Plans for the new fiscal year Appoint Committee members | <p>All Units</p> <p>V.P. of Academic Affairs</p> |
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