



OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.

**2020-2021 PLANNING AND ASSESSMENT CALENDAR**

<b>MONTH</b>	<b>ACTIVITY</b>	<b>RESPONSIBILITY</b>
JULY 2020	<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>	<p>All Personnel</p> <p>IE &amp; ADV</p>
AUGUST 2020	<ul style="list-style-type: none"> <li>HCC's Professional Development Days/Convocations</li> <li>Closing the loop information for faculty and staff</li> <li>Student &amp; Parent Orientation</li> <li>IPEDS Registration</li> <li>Distribute reports' calendar for NCCCS and IPEDS (web link)</li> <li>Memo reminder/meeting: Faculty &amp; Staff to implement IE Plan for the new fiscal year</li> </ul>	<p>All Personnel</p> <p>IE</p> <p>VP of Student Services</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p>
SEPTEMBER 2020	<ul style="list-style-type: none"> <li>IPEDS Fall Data Collection begins</li> <li>Board of Trustee meeting: The VP submits list of the programs to be reviewed by the Committee to the Board of Trustees on behalf of the President</li> <li>IE: Meet with Faculty &amp; Staff by the request/needs- In implementing the IE Plan</li> <li>Submit curriculum changes to Curriculum Committee (9/25)</li> <li>Submit Focused Report &amp; QEP to SACSCOC</li> <li>IOTA: Student Course Evaluation (1<sup>st</sup>8) opens</li> <li>Final budget approved by Budget Committee</li> </ul>	<p>IE &amp; ADV/IPEDS Reporting Units</p> <p>VP of Academic Affairs</p> <p>IE &amp; ADV</p> <p>Academic Chairs &amp; Dept. Heads</p> <p>IE &amp; ADV</p> <p>IOTA/ IE &amp; ADV</p> <p>VP of Administrative Services</p>

**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

<p>OCTOBER 2020</p> <p>October 13</p> <p>October 27, 28, 29</p>	<ul style="list-style-type: none"> <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>• Mid-Term grades are due)</li> <li>• Table for continuous improvement for grade distribution &amp; course evaluation</li> <li>• Publish the web Fact Book</li> <li>• Final Budget Approval by the Board of Trustees</li> <li>• SACSCOC Onsite Visit</li> </ul>	<p>VP of Academic Affairs</p> <p>IE &amp; ADV/IPEDS Reporting Units</p> <p>VP of Academic Affairs</p> <p>Program Heads</p> <p>Program Review Committee</p> <p>Faculty, Registrar</p> <p>Faculty/IR/QEP Director</p> <p>IR/QEP Director</p> <p>Board of Trustees</p>
<p>NOVEMBER 2020</p>	<ul style="list-style-type: none"> <li>• Administer the Student (Climate) Satisfaction Survey</li> <li>• Administer Employers' Survey of HCC graduates (students who have graduated from HCC)</li> <li>• Submit changes in curriculum to the Curriculum Review Committee</li> <li>• IOTA: Student Course Evaluation of Faculty (16 wk., 2<sup>nd</sup> 8 wk.) opens</li> </ul>	<p>IOTA /IR/QEP Director</p> <p>School Chairs /Dept. Heads/IR/QEP Director</p> <p>School Chairs/Dept. Heads</p> <p>IOTA/ IE &amp; ADV</p>
<p>DECEMBER 2020</p> <p>December 16</p> <p><b>December 16</b></p>	<ul style="list-style-type: none"> <li>• IPEDS Winter/Spring Data Collection begins</li> <li>• Semester Ends</li> <li>• <b>I.E. Mid-Year Results</b></li> </ul>	<p>IPEDS Reporting Units/ IE &amp; ADV</p> <p>All Units</p> <p>Faculty</p>

**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

<p>December 17</p>	<ul style="list-style-type: none"> <li>• Non Units IE –Assessment Outcomes Tables for online, Off-site, Hybrid courses</li> <li>• Classroom Assessment (the minute paper)</li> <li>• Closing the loop reports (IOTA Student Course Evaluation)</li> <li>• Grades are due</li> </ul>	<p>School Chairs/Dept. Heads</p> <p>IR/QEP Director</p> <p>Faculty/Registrar</p>
<p>JANUARY 2021</p>	<ul style="list-style-type: none"> <li>• Convocation</li> <li>• Attend HCC’s professional development during Convocation</li> <li>• Adjunct Faculty attend HCC’s professional development Convocation</li> <li>• The School Chairs &amp; Dept. Heads (in lieu of Dean of Curriculum) reviews Program Review Reports and recommendations and submits to the VP of Academic Affairs</li> <li>• Administrative Units report Outcome results to the IE Office (<i>Mid-year report</i>)</li> <li>• The VP of Academic Affairs reviews and submits Program Review Reports and Institutional Recommendation to the President.</li> <li>• The President submits the information 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>• 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</u></li> </ul>	<p>All Employees</p> <p>All Employees</p> <p>Adjunct Faculty</p> <p>School Chairs &amp; Dept. Heads</p> <p>IE &amp; ADV</p> <p>VP of Academic Affairs</p> <p>President</p> <p>VP of Student Services &amp; Enrollment</p> <p>Faculty/Staff</p> <p>Curriculum Committee</p> <p>IR/QEP Director</p> <p>IE &amp; ADV</p>

**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

<p>January <u>IE Mid-Year Report</u></p>	<p><i>Plans, SLO, Outcomes Tables – Courses/Programs</i> Review reports</p> <ul style="list-style-type: none"> <li>• Review Strategic Plan (with annual priorities)</li> <li>• Review Strategic Plan (with annual priorities)</li> </ul>	<p>IE &amp; ADV  IE &amp; ADV</p>
<p>FEBRUARY 2021</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>• Submit Winter IPEDS Data</li> <li>• IOTA: Student Course Evaluation (1<sup>st</sup> 8wk) opens</li> </ul>	<p>Academic Affairs Committee of the Board of Trustees</p> <p>IE &amp; ADV/IPEDS Reporting Units</p> <p>IOTA / IE &amp; ADV</p>
<p>MARCH 2021</p>	<ul style="list-style-type: none"> <li>• VP of Administrative Services (CFO) sends budget to VPs</li> <li>• VPs identify budget needs for their units and submit completed forms to VP Administrative Services.</li> </ul>	<p>VP Administrative Services</p> <p>All VPs/Units</p>
<p><b>March 30, 2021</b></p>	<ul style="list-style-type: none"> <li>• Table for continuous improvement &amp; course evaluation</li> <li>• All VPS submit division budget to the VP of Administrative Services</li> </ul> <p style="text-align: center;"><b>Planning &amp; Budgeting</b></p> <ul style="list-style-type: none"> <li>• All Units implement new IE and Assessment Plans for the next fiscal year(2021-2022) in alignment with the budget process</li> <li>• <b>All Units submit 2021-2022 IE Plans</b></li> </ul>	<p>Faculty/IR/QEP Director</p> <p>All VPs</p> <p>All Units</p> <p>All Units (faculty &amp; staff)</p>



**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

APRIL 2021	<ul style="list-style-type: none"> <li>Budget Planning</li> <li>Graduate Survey</li> <li>Submission of IPEDS Spring data</li> <li>School Chairs/VP of Academics completes faculty credentialing forms, submits to Personnel, and send report to IE Office</li> <li>Personnel completes faculty credentialing forms</li> <li>IOTA: Student Course Evaluation (16wk, 8wk) opens</li> </ul>	<p>VPs &amp; Units</p> <p>IR/QEP Director</p> <p>IE &amp; ADV/IPEDS Reporting Units</p> <p>School Chairs/VP of Academics</p> <p>HR/VP of Administrative Services</p> <p>IOTA/ IR/QEP Director</p>
APRIL 15	<ul style="list-style-type: none"> <li>Preliminary budgeting completed &amp; Budget Committee meets</li> <li>Submit all final purchase requisitions to business office</li> </ul>	<p>VP of Administrative Services</p> <p>All Units</p>
MAY 2021	<ul style="list-style-type: none"> <li>Evaluation of faculty &amp; staff</li> </ul>	<p>President/VPs/Deans/Unit Heads</p>
<b>May 10</b>	<p><b>All Units submit Program Outcomes /Assessment results &amp; Use of results to IE Office</b></p> <ul style="list-style-type: none"> <li>Including distance learning outcomes and all SLO assessment results (fall &amp; spring) &amp; Results indicating that program goals have been met</li> </ul>	<p>All Units (Faculty &amp; Staff)</p>
May	<ul style="list-style-type: none"> <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>Non Units IE –Assessment Outcomes Tables for online, Off-site, Hybrid courses</li> </ul>	<p>All Units</p> <p>Faculty</p> <p>Units /Program heads</p>

**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

	<ul style="list-style-type: none"> <li>• Results of Employers’ Satisfaction survey of HCC Graduates &amp; Evidence of implementation based on results</li> <li>• Annual Advisory Board Meeting &amp; evidence of the use of results for continuous program improvement</li> <li>•</li> <li>• Advisory Board Meeting Minutes for all programs with Advisory committees</li> <li>• <b>All Units submit Unit list of Accomplishments</b></li> <li>• Close the gap in Planning &amp; Assessment Results</li> <li>• All Units review &amp; revise next year’s (2021/22) IE Plans</li> <li>• Faculty submit revisions of syllabi to School Chairs</li> <li>• Closing the loop reports (IOTA Student Course Evaluation of Faculty)</li> </ul>	<p>Units /Program heads</p> <p>Units /Program heads</p> <p>All Units</p> <p>All Units</p> <p>School Chairs/Deans/Dept. Heads</p> <p>IR/QEP Director</p>
<p>JUNE 2021</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 2020-2021 academic year</li> <li>• Evaluate 2021-2022 Strategic Plan Priorities and close the loop</li> <li>• <b>CLOSE THE LOOP on previous year’s Institutional Effectiveness Plans</b></li> <li>• Compile and distribute graduate survey report</li> <li>• The President Executive Team makes recommendations for Purchasing needs based on a listing of unencumbered funds</li> </ul>	<p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p> <p>IR/QEP Director</p> <p>President Executive Team</p>



**OFFICE OF INSTITUTIONAL EFFECTIVENESS & Adv.**

<p align="center"><b>June</b></p>	<ul style="list-style-type: none"> <li>• <b>IE end of year report</b></li> <li>• List of accomplishments by Units.</li> <li>• List of accomplishments by Committees</li> </ul>	<p>IE &amp; ADV</p> <p>All Units</p> <p>All Committee Co-Chairs</p>
<p>JULY 2021</p>	<ul style="list-style-type: none"> <li>• Institution begins new fiscal year</li> <li>• Publication of the Final IE Report, share and publish information on the HCC IE web page</li> <li>• Review and update IE calendar for 2021-2022</li> </ul>	<p>All Units</p> <p>IE &amp; ADV</p> <p>IE &amp; ADV</p>
<p>AUGUST 2021</p>	<ul style="list-style-type: none"> <li>• Convocation</li> <li>• All Units update new IE and Assessment Plans for the new fiscal year</li> </ul>	<p>All Employees</p> <p>All Units</p>