



OFFICE OF INSTITUTIONAL EFFECTIVENESS

2010-2011 PLANNING AND ASSESSMENT CALENDAR

MONTH	ACTIVITY	RESPONSIBILITY
JULY 2010	<ul style="list-style-type: none"> • Institution begins new fiscal year • Implement new Institutional Effectiveness & Assessment Plan 	ALL PERSONNEL
AUGUST 2010	<ul style="list-style-type: none"> • All personnel attend HCC's Pre-School Conference & Professional Development • Publish Annual Planning and Assessment Calendar • Attend HCC's Pre-School Conference and Professional development • Evaluate all completed previous year's Institutional Effectiveness Plans • Student Orientation 	ALL PERSONNEL IE Office ADJUNCT FACULTY INSTITUTIONAL EFFECTIVENESS (IE) COMMITTEE DEAN OF STUDENT SERVICES
SEPTEMBER 2010	<ul style="list-style-type: none"> • The Faculty Senate recommends members of the Program Review Committee to the Vice President of Academic Affairs • The V.P. submits the list to the President • 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 • Each Unit receives Departmental Budget from the Administrative Office 	FACULTY SENATE V.P. OF ACADEMIC AFFAIRS V.P. OF ACADEMIC AFFAIRS V.P. OF ADMINISTRATIVE SERVICES
September 21	<ul style="list-style-type: none"> • IED: Meet with Faculty & Staff -Implement new IE Plan. 	IE OFFICE



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September 2010	<ul style="list-style-type: none"> • Submit IE Plans to the IE Office 	ALL UNITS
October 5, 6 & 7	<ul style="list-style-type: none"> • SACS on-Site visit 	
OCTOBER 2010	<ul style="list-style-type: none"> • Submit IPEDS data to the System Office • Program Review Training Session • The Program Heads collect data and complete Program Review Report • Report is review and submitted by the Program Review Committee with Instructional Recommendations to the Dean of Curriculum Programs • Administer the Student (Climate) Satisfaction Survey • Conduct workshop on Classroom Assessment • Administer Employer Survey • Publish the Fact Book 	IE OFFICE V.P. OF ACADEMIC AFFAIRS PROGRAM HEADS PROGRAM REVIEW COMMITTEE IE OFFICE IE OFFICE IE OFFICE/Div. Chairs IE OFFICE
NOVEMBER 2010	<ul style="list-style-type: none"> • Administer Student Evaluation of Faculty & report to IE Office • Submit changes in curriculum to the Curriculum Review Committee 	DEAN OF CURRICULUM/IE OFFICE/ PERSONNEL OFFICE ACADEMIC SCHOOL CHAIRS & DEPARTMENT HEADS
DECEMBER 2010	<ul style="list-style-type: none"> • Review and analyze all IE Plans, Outcomes Tables - Courses • Conduct Non-Completers Survey • Submit Survey to College 	IE OFFICE IE OFFICE IE OFFICE

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<p>December 17 December 17</p>	<p>Board</p> <p>Grades are due</p> <ul style="list-style-type: none"> Faculty report student learning outcome results to the IE Office 	<p>FACULTY FACULTY</p>
<p>JANUARY 2011</p> <p>January</p>	<ul style="list-style-type: none"> The Dean of Curriculum reviews Program Review Report and Institutional Recommendation and submits to the V.P. of Academic Affairs The V.P. reviews and submits Report and Institutional Recommendation to President and Academic Affairs Committee of the Board of Trustees Student orientation Faculty submit syllabus revisions to Dean of Curriculum Programs Attend HCC's professional development conference Adjunct Faculty attend HCC's professional development conference Curriculum Review Committee evaluates curriculum/submissions Compile and analyze the Student Satisfaction Survey Complete the Non-Completer Survey Compile Classroom Assessment Results Analysis of Assessment rpt. Review Strategic Plan (with 	<p>DEAN OF CURRICULUM PROGRAMS</p> <p>V.P. OF ACADEMIC AFFAIRS</p> <p>DEAN OF STUDENT SERVICES</p> <p>FACULTY</p> <p>FACULTY</p> <p>ADJUNCT FACULTY</p> <p>CURRICULUM REVIEW COMMITTEE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p>

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	annual priorities)	
FEBRUARY 2011	<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.) Review instruments for employee Evaluation Prepare data and result of Classroom Assessment Units receive budget Planning forms for fiscal year 2011-2012 Units identify budget needs and submit completed forms to supervisors 	ACADEMIC AFFAIRS COMMITTEE of the BOARD OF TRUSTEES VPs and DEANS IE OFFICE V.P. ADMINISTRATIVE SERVICES ALL UNITS
MARCH 2011	<ul style="list-style-type: none"> Supervisors submit ranked forms to Deans Deans submit ranked forms to V.P.s Budget Committee Meeting Budget Committee evaluates and prioritize next year's budget requests 	SUPERVISORS DEANS BUDGET COMMITTEE BUDGET COMMITTEE
APRIL 2011	<ul style="list-style-type: none"> Evaluation of faculty & staff Graduate Survey Dean of Curriculum completes faculty credentialing forms, submits to Personnel, and send report to IE Office Personnel completes employee credentialing forms 	PRESIDENT/VPs/DEANS IE OFFICE DEAN OF CURRICULUM PROGRAMS PERSONNEL OFFICE

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<p>April 30</p>	<ul style="list-style-type: none"> • All Units submit Program Outcomes /Assessment results & Use of results to IE Office • Faculty submit Program/Course Outcomes table results to IE Office • Faculty submit Distance Learning Course Outcomes table results to IE Office • Faculty submit Classroom Assessment data to IE Office 	<p>ALL UNITS</p> <p>FACULTY</p> <p>FACULTY</p> <p>FACULTY</p>
<p>MAY 2011</p>	<ul style="list-style-type: none"> • Administer Student Evaluation of Faculty & report to IE Off. • All Units 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 to IE Office that Use of Results indicating that program goals have been met • Close the gap in Planning & Assessment Results • All Units review & revise next year's (2011) IE Plans & submit to IE Office • Faculty submit revisions of syllabi to Dean of Curriculum Programs 	<p>DEAN OF CURRICULUM/IE OFFICE/ PERSONNEL OFFICE</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>ALL UNITS</p> <p>FACULTY</p>
<p>JUNE 2011</p>	<ul style="list-style-type: none"> • IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results, and CLOSE THE LOOP 	<p>IE OFFICE</p>



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	<ul style="list-style-type: none"> • Review IE Plans for 2011-2012 academic year • Evaluate 2010-2011 Strategic Plan Priorities and close the loop • CLOSE THE LOOP on previous year's Institutional Effectiveness Plans 	<p>IE OFFICE</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
JULY 2011	<ul style="list-style-type: none"> • Institution begins new fiscal year • Review and update IE calendar for 2011-2012 • Review Strategic Plan for new academic year 	<p>ALL UNITS</p> <p>IE OFFICE</p> <p>IE OFFICE</p>
AUGUST 2011	<ul style="list-style-type: none"> • All Units implement new IE and Assessment Plans • Appoint Committee members 	<p>ALL UNITS</p> <p>V.P. OF ACADEMIC AFFAIRS</p>