

## Annual Institutional Effectiveness Cycle 2017-2018

<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> </ul>	IE, Planning, and Development Committee, Institutional Research
August	<ul style="list-style-type: none"> <li>• Institutional Plan – Faculty review and approve</li> </ul>	Faculty Assembly
September	<ul style="list-style-type: none"> <li>• Institutional Plan – Administrative approval</li> <li>• Revised Budget Approval</li> <li>• Distribute 2017-2018 budget information</li> <li>• Pending budget revision, faculty and staff raises will be decided</li> <li>• Review, revise, or delete previous year’s assessment</li> <li>• Develop and distribute new objectives and assessment criteria</li> <li>• Initiate curriculum revisions</li> </ul>	President and Board of Trustees Budget Office and Board of Trustees Budget Office President and VPAA Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units Academic Departments
October	<ul style="list-style-type: none"> <li>• Review assessment plans</li> <li>• Vote on curriculum changes</li> </ul>	Institutional Effectiveness; Administration Faculty Assembly; Curriculum Committees
November		
January	<ul style="list-style-type: none"> <li>• Revise catalogs</li> </ul>	Academic Affairs; Deans; Administrators
February	<ul style="list-style-type: none"> <li>• Revise catalogs</li> </ul>	Academic Affairs; Deans; Administrators
March		
April	<ul style="list-style-type: none"> <li>• Prepare and distribute budget information and instructions to departments for upcoming fiscal year requests</li> <li>• Issue letters to faculty who are not being renewed for 2017-2018</li> </ul>	Administration and Budget Office President and VPAA
May	<ul style="list-style-type: none"> <li>• Receive budget requests from departments</li> <li>• Tentative budget approval for 2018-2019</li> </ul>	All budget units Budget Office; Board of Trustees
June		

\* 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 *Student Survey*, the *Fact Book*, etc.