

Annual Institutional Effectiveness Cycle 2009-2010

<i>Month</i>	<i>Activity</i>	<i>Responsibility*</i>
July	<ul style="list-style-type: none"> Review and revise Institutional Plan 	IE, Planning, and Development Committee, President and Board of Trustees
August	<ul style="list-style-type: none"> Review and revise Institutional Plan Distribute 2009-2010 budget information 	IE, Planning, and Development Committee, President and Board of Trustees Budget office
September	<ul style="list-style-type: none"> Review, revise, or delete previous year's assessment Develop and distribute new objectives and assessment criteria Pending budget revision, faculty and staff raises will be decided 	Academic/Administrative/Educational Support Units All Departmental Units, Academic and Administrative President and VPAA
October	<ul style="list-style-type: none"> Review assessment plans 	Institutional Effectiveness; Administration
November	<ul style="list-style-type: none"> Initiate curriculum revisions 	Academic Departments
January	<ul style="list-style-type: none"> Vote on curriculum changes 	Faculty Assembly; Graduate Committee
February	<ul style="list-style-type: none"> Prepare budget information and budget instructions Distribute budget information and instructions Revise catalogs 	Administration Chief Financial Officer and Budget Director Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> Receive preliminary budget requests Issue letters to faculty who are not being renewed for 2010-2011 	All budget units President and VPAA
April	<ul style="list-style-type: none"> Draft of preliminary budget, 2010-2011 Vote on curriculum changes 	Administration Faculty Assembly; Graduate Committee
May	<ul style="list-style-type: none"> Present budget for 2010-2011 	Administration; Board of Trustees
June	<ul style="list-style-type: none"> Complete and distribute information for assessment 	Institutional Research

* 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 *Fact Book*, etc.