

Annual Institutional Effectiveness Cycle 2014-2015

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July	• Review and revise Institutional Plan	IE, Planning, and Development Committee, President and Board of Trustees
August	• Review and revise Institutional Plan • Revise Budget Approval • Distribute 2014-2015 budget information	IE, Planning, and Development Committee, President and Board of Trustees Budget Office and Board of Trustees Budget Office
September	• 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 • Initiate curriculum revisions	Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units President and VPAA Academic Departments
October	• Review assessment plans • Vote on curriculum changes	Institutional Effectiveness; Administration Faculty Assembly; Curriculum Committees
November	• Final Budget Approval	Budget Office and Board of Trustees
January		
February	• Revise catalogs	Academic Affairs; Deans; Administrators
March	• Prepare budget information and budget instructions • Distribute budget information and instructions to departments • Issue letters to faculty who are not being renewed for 2015-2016	Administration Budget Office President and VPAA
April	• Receive budget requests from departments • Draft of preliminary budget, 2015-2016 • Vote on curriculum changes	All budget units Administration Faculty Assembly; Curriculum Committees
May	• Present tentative budget for 2015-2016	Administration; Board of Trustees
June	• 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 Student Survey, the Fact Book, etc.