

# Annual Institutional Effectiveness Cycle

## 2014-2015

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July	<ul style="list-style-type: none"> <li>Review and revise Institutional Plan</li> </ul>	IE, Planning, and Development Committee, President and Board of Trustees
August	<ul style="list-style-type: none"> <li>Review and revise Institutional Plan</li> <li>Revise Budget Approval</li> <li>Distribute 2014-2015 budget information</li> </ul>	IE, Planning, and Development Committee, President and Board of Trustees Budget Office and Board of Trustees Budget Office
September	<ul style="list-style-type: none"> <li>Review, revise, or delete previous year's assessment</li> <li>Develop and distribute new objectives and assessment criteria</li> <li>Pending budget revision, faculty and staff raises will be decided</li> <li>Initiate curriculum revisions</li> </ul>	Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units President and VPAA 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	<ul style="list-style-type: none"> <li>Final Budget Approval</li> </ul>	Budget Office and Board of Trustees
January		
February	<ul style="list-style-type: none"> <li>Revise catalogs</li> </ul>	Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> <li>Prepare budget information and budget instructions</li> <li>Distribute budget information and instructions to departments</li> <li>Issue letters to faculty who are not being renewed for 2015-2016</li> </ul>	Administration Budget Office President and VPAA
April	<ul style="list-style-type: none"> <li>Receive budget requests from departments</li> <li>Draft of preliminary budget, 2015-2016</li> <li>Vote on curriculum changes</li> </ul>	All budget units Administration Faculty Assembly; Curriculum Committees
May	<ul style="list-style-type: none"> <li>Present tentative budget for 2015-2016</li> </ul>	Administration; Board of Trustees
June	<ul style="list-style-type: none"> <li>Complete and distribute information for assessment</li> </ul>	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.