Annual Institutional Effectiveness Cycle
2019-2020

Month	*Activity*	*Responsibility*[*]
July	• Review and revise Institutional Plan • Complete and distribute information for assessment	IE, Planning, and Development Committee Institutional Research
August	• Institutional Plan – Faculty review and approve • Faculty and staff raises will be decided	Faculty Assembly President and Administration
September	• Institutional Plan – Administrative approval • Revised Budget Approval • Distribute 2018-2019 budget information • Review, revise, or delete previous year's assessment • Develop and distribute new objectives and assessment criteria • Initiate curriculum revisions	President and Board of Trustees Finance Office and Board of Trustees Finance Office Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units Academic Departments
October	• Review assessment plans • Vote on curriculum changes	Institutional Effectiveness; Administration Faculty Assembly; Curriculum Committees
November		
January	• Revise catalogs	Academic Affairs; Deans; Administrators
February	• Revise catalogs	Academic Affairs; Deans; Administrators
March	• Submit proposals for new positions in the following academic year	Administration
April	• Prepare and distribute budget information and instructions to departments for upcoming fiscal year requests • Issue contracts for returning faculty and letters to faculty who are not being renewed for 2019-2020	Administration and Finance Office President and VPAA
May	• Receive budget requests from departments • Tentative budget approval for 2020-2021	All budget units Finance 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 *Enrollment Reports*, the *Fact Book*, etc.