Annual Institutional Effectiveness Cycle
2021-2022

Month	*Activity*	*Responsibility*
July	• Review and revise Institutional Plan	• IE, Planning, and Development Committee
	• Complete and distribute information for assessment	• Institutional Research
August	• Institutional Plan- Faculty review and approve	• Faculty Assembly
	• Faculty and staff raises will be decided	• President and Administration
	• Review and revise previous year's assessment	• Academic/Administrative/Educational Support Units
	• Develop and distribute new objectives and assessment criteria	• All Departmental Units, Academic Programs and Administrative Units
September	• Institutional Plan – Administrative approval	• President and Board of Trustees
	• Revised Budget Approval	• Finance Office and Board of Trustees
	• Distribute 2021-2022 budget information	• Finance Office
	• Review assessment plans	• Institutional Effectiveness; Administration
		• Academic Departments
	• Initiate curriculum revisions	• Academic Departments
October	• Review assessment plans	• Institutional Effectiveness; Administration
	• Vote on curriculum changes	• Faculty Assembly; Curriculum Committees
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	• Issue contracts for returning faculty and letters to faculty who are not being renewed for 2022-2023	• President and VPAA
May	• Prepare and distribute budget information and instructions to departments for upcoming fiscal year request	• Administration and Finance Office
	• Tentative budget approval for 2022-2023	• Finance Office; Board of Trustees
June	• Receive budget requests from departments	• All budget units

* 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.

Institutional Effectiveness and Planning