

## Annual Institutional Effectiveness Cycle 2022-2023

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i>
July	<ul style="list-style-type: none"> <li>Review and revise Institutional Plan</li> <li>Complete and distribute information for assessment</li> <li>Independent Audit process</li> </ul>	<ul style="list-style-type: none"> <li>IE, Planning, and Development Committee</li> <li>Institutional Research</li> <li>Finance Office</li> </ul>
August	<ul style="list-style-type: none"> <li>Institutional Plan – Faculty review and approve</li> <li>Faculty and staff raises will be decided</li> <li>Review and revise previous year’s assessment</li> <li>Develop and distribute new objectives and assessment criteria</li> <li>Receive Independent Audit</li> </ul>	<ul style="list-style-type: none"> <li>Faculty Assembly</li> <li>President and Administration</li> <li>Academic/Administrative/Educational Support Units</li> <li>All Departmental Units, Academic Programs and Administrative Units</li> <li>Finance Office</li> </ul>
September	<ul style="list-style-type: none"> <li>Institutional Plan – Administrative approval</li> <li>Revised Budget Approval</li> <li>Distribute 2022-2023 budget information</li> <li>Review assessment plans</li> <li>Initiate curriculum revisions</li> </ul>	<ul style="list-style-type: none"> <li>President and Board of Trustees</li> <li>Finance Office and Board of Trustees</li> <li>Finance Office</li> <li>Institutional Effectiveness; Administration</li> <li>Academic Departments</li> <li>Academic Departments</li> </ul>
October	<ul style="list-style-type: none"> <li>Review assessment plans</li> <li>Vote on curriculum changes</li> </ul>	<ul style="list-style-type: none"> <li>Institutional Effectiveness; Administration</li> <li>Faculty Assembly; Curriculum Committees</li> </ul>
November	<ul style="list-style-type: none"> <li>Submit annual IRS Returns</li> </ul>	<ul style="list-style-type: none"> <li>Finance Office</li> </ul>
January	<ul style="list-style-type: none"> <li>Revise catalogs</li> </ul>	<ul style="list-style-type: none"> <li>Academic Affairs; Deans; Administrators</li> </ul>
February	<ul style="list-style-type: none"> <li>Revise catalogs</li> </ul>	<ul style="list-style-type: none"> <li>Academic Affairs; Deans; Administrators</li> </ul>
March	<ul style="list-style-type: none"> <li>Submit proposals for new positions in the following academic year</li> </ul>	<ul style="list-style-type: none"> <li>Administration</li> </ul>
April	<ul style="list-style-type: none"> <li>Issue appropriate contracts for returning faculty and letters to faculty who are not being renewed for 2023-2024</li> </ul>	<ul style="list-style-type: none"> <li>President and VPAA</li> </ul>
May	<ul style="list-style-type: none"> <li>Prepare and distribute budget information and instructions to departments for upcoming fiscal year request</li> <li>Tentative budget approval for 2023-2024</li> </ul>	<ul style="list-style-type: none"> <li>Administration and Finance Office</li> <li>Finance Office; Board of Trustees</li> </ul>
June	<ul style="list-style-type: none"> <li>Receive budget requests from departments</li> </ul>	<ul style="list-style-type: none"> <li>All budget units</li> </ul>

\* 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.