Annual Institutional Effectiveness Cycle
2023-2024

Month	Activity	Responsibility
July	• Review and revise Institutional Plan	• IE, Planning, and Development Committee
	• Complete and distribute information for assessment	• Institutional Research
	• Independent Audit process	• Finance Office
August	• Institutional Plan and IE Cycle – 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
	• Receive Independent Audit	• Finance Office
	• Revised Budget Approval	• Finance Office and Board of Trustees
	• Distribute Budget information	• Finance Office
September	• Institutional Plan – Administrative approval	• President and Board of Trustees
	• 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
November	• Submit annual IRS Returns	• Finance Office
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 appropriate contracts for returning faculty and letters to faculty who are not being renewed for 2023-2024	• 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 2023-2024	• 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