

Annual Institutional Effectiveness Cycle 2016-2017

<i>Month</i>	<i>Activity</i>	<i>Responsibility</i> *
July	<ul style="list-style-type: none"> • Review and revise Institutional Plan 	IE, Planning, and Development Committee, President and Board of Trustees
August	<ul style="list-style-type: none"> • Review and revise Institutional Plan 	IE, Planning, and Development Committee, President and Board of Trustees
September	<ul style="list-style-type: none"> • Present Revised Budget to Board • Distribute 2016-2017 budget information • Pending budget revision, faculty and staff raises will be decided • Review, revise, or delete previous year's assessment • Develop and distribute new objectives and assessment criteria • Initiate curriculum revisions 	Budget Office and Board of Trustees Budget Office President and VPAA Academic/Administrative/Educational Support Units All Departmental Units, Academic Programs and Administrative Units Academic Departments
October	<ul style="list-style-type: none"> • Review assessment plans • Vote on curriculum changes 	Institutional Effectiveness; Administration Faculty Assembly; Curriculum Committees
November	<ul style="list-style-type: none"> • Final Budget Approval 	Budget Office and Board of Trustees
January	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
February	<ul style="list-style-type: none"> • Revise catalogs 	Academic Affairs; Deans; Administrators
March	<ul style="list-style-type: none"> • Prepare and distribute budget information and instructions to departments for upcoming fiscal year requests 	Administration and Budget Office
April	<ul style="list-style-type: none"> • Receive budget requests from departments • Issue letters to faculty who are not being renewed for 2017-2018 	All budget units President and VPAA
May	<ul style="list-style-type: none"> • Present tentative budget for 2017-2018 	Administration; Board of Trustees
June	<ul style="list-style-type: none"> • Complete and distribute information for assessment 	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.