

***OFFICE of INSTITUTIONAL RESEARCH and PLANNING***

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| **JULY 2020** | * New fiscal year begins
* Update Planning and Assessment Calendar for the new fiscal year
* SACSCOC Special Committee Visit
 | All Personnel IRP Director |
| **AUGUST 2020** | * Student Orientation
* ALL Faculty/Staff

Blackout Day -Professional Development/Convocation* 2020-2021 IE Plans development and implementation begins
* Distribute Reports Calendar for NCCCS and IPEDS
* Grade Distribution Results and Continuous Improvement Tables
* IPEDS Registration
 | All Personnel Planning UnitsIRP DirectorIRP DirectorIRP DirectorIRP Director |
| **SEPTEMBER 2020** | * IPEDS Fall Collection Opens
* Program Review Schedule Distributed
* IE Plan Review Meetings with Faculty/Staff
* Standing Committee schedule meetings
* QEP Prep Focus Groups
 | IRP and RegistrarIRP DirectorCommittee ChairsIRP and QEP Committee |
| **OCTOBER 2020** | * 2020-2021 Legislative Budget request approved by Board of Trustees and presented to the State
* IPEDS Fall Collection Data Reported **(Institutional Characteristics; Completion; 12-Months Enrollment)**
* IOTA Student Course Evaluation (First 8-wks)
* Planning retreat
* Student Fall Break
* Advising/Registration begins
* Planning consultations and assistance offered to units
 | President IRP Director and Registrar IRP & IE CommitteeIRP Director |
| **NOVEMBER 2020** | * Administer Student Climate Survey
* Administer Faculty/Staff Survey
* IOTA Student Course Evaluation (16wk and last 8wks)
* Planning consultations and assistance offered to units
 | IRP DirectorIRP DirectorIRP DirectorIRP Director |
| **DECEMBER 2020** | * IPEDS Winter/Spring Collection Opens
* **Grades are due 12//19**
* **SACSCOC Annual Meeting**
 | IRP Director, Financial Director, and RegistrarFaculty & RegistrarPresident, Accreditation Liaison, Leadership Team Member, & Faculty Member |
| **JANUARY 2021** | * Professional Development
* Planning Unit Mid-year IE Plan Updates
* IOTA Student Course Evaluation Summary
* Grade Distribution Report
* Planning consultations and assistance offered to units
* Program Cost report (FTE per Program)
* Compile and analyze the Student Satisfaction Survey
* Faculty report student learning outcome results to the IE Office
 | All PersonnelIRP Director, Deans, Division Directors, and Lead FacultyIRP DirectorIRP DirectorIRP DirectorIRP DirectorIRP DirectorIRP Director |
| **FEBRUARY 2021** | * Review instruments for employee Evaluation
* Submit Winter IPEDS Data
* Graduate Exit Surveys Open
* Units identify budget needs and submit completed forms to supervisors
* Planning consultations and assistance offered to units
* IOTA Course Evaluation (1st 8wks)
* Academic Departments - 2021-2022 Unit Plan and Assessment Report (Planning portion only) and budget requests for dean review
* Academic & Administrative Departments - 2020-2021 Unit Plan and Assessment Report (Planning portion only) and budget requests for division directors & IRP review
 | HR/DeansIRP, Financial Aid & Registrar**(Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admission; Outcomes Measures)**Deans, Administrative Services & PresidentIRP DirectorIRP Director |
| **MARCH 2021** | * Submit all final purchase requisitions to business office by April 15th
 | Division DirectorsDeans All Planning Units |
| **APRIL 2021** | * IOTA Course Evaluation last (8wks and 16wks)
* Submission of IPEDS Spring data **(Fall Enrollment; Finance, Human Resources, Academic Libraries)**
* Budget Planning is April thru May
* Directors/Lead Faculty submit budget requests to Division Directors/ Deans and President
* Submit Program Outcomes results and improvements to IE Office (April 30)
* Submit Student Learning Outcomes (Program Matrix)
 | IRP DirectorRegistrar, HR, Administrative Services, Librarian & IRPAdministrative Services DeanDirectors & Deans of All UnitsAll UnitsFaculty |
| **MAY 2021** | * Faculty and Staff Evaluations
* Graduate Surveys
* All Units submit to IE Office the Use of Results indicating that program goals have been met. Show comparisons of intended results and outcomes.
* Final Submission of all IE Reports and Assessment data to IE Office (May 30)
* **GRADUATION**
 | President, Deans, Division Directors, & Lead FacultyAll UnitsAll Units**ALL PERSONNEL** |
| **JUNE 2021** | * IE Office review, evaluate, and analyze Outcomes data, Results, Use of Results
* Review IE Plans for next academic year
* Compile and distribute graduate survey results
* Department budgets submitted to Dean of Administrative Services
* The President Cabinet makes recommendations for Purchasing needs based on a listing of unencumbered funds
* IE end of year report
* IOTA Student Course Evaluations compiled
 | IRP DirectorIRP DirectorIRP DirectorDeansPresident’s CabinetIRP DirectorIRP Director |