

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

|  |  |  |
| --- | --- | --- |
| **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 Units  IRP Director  IRP Director  IRP Director  IRP 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 Registrar  IRP Director  Committee Chairs  IRP 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 Committee  IRP 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 Director  IRP Director  IRP Director  IRP Director |
| **DECEMBER 2020** | * IPEDS Winter/Spring Collection Opens * **Grades are due 12//19** * **SACSCOC Annual Meeting** | IRP Director, Financial Director, and Registrar  Faculty & Registrar  President, 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 Personnel  IRP Director, Deans, Division Directors, and Lead Faculty  IRP Director  IRP Director  IRP Director  IRP Director  IRP Director  IRP 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/Deans  IRP, Financial Aid & Registrar  **(Student Financial Aid; Graduation Rates; 200% Graduation Rates; Admission; Outcomes Measures)**  Deans, Administrative Services & President  IRP Director  IRP Director |
| **MARCH 2021** | * Submit all final purchase requisitions to business office by April 15th | Division Directors  Deans  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 Director  Registrar, HR, Administrative Services, Librarian & IRP  Administrative Services Dean  Directors & Deans of All Units  All Units  Faculty |
| **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 Faculty  All Units  All 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 Director  IRP Director  IRP Director  Deans  President’s Cabinet  IRP Director  IRP Director |