

INSTITUTIONAL PLANNING AND EVALUATION CALENDAR

OCTOBER

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Institutional Effectiveness Assessment Report Analysis	Office of Institutional Effectiveness and Research President's Cabinet, Planning Council,	Results of the unit IEPs Systematic, ongoing unit assessments and improvements Goal #8: Operational Efficiency SACS CR 7.1 & 8.2.c
Strategic Planning Council Appointments	President	College Level Assessment processes Goal #8: Operational Efficiency SACS CR 2.1, 4.2.a, & CR 7.1
Staff Evaluations	President Directors /Chairs HR Director	Qualified Staff Goal #8: Operational Efficiency SACS 5.2.a & 5.5
Perkins Performance Report	Dean of WD & Technical Programs Coordinator of Institutional Research	Perkins Performance Goals Goal #4 Workforce Development Goal #8: Operational Efficiency
Equity in Athletic Disclosure Act Survey	Athletic Director	Required College Reporting Goal#2 Student Success/Focus Goal #8: Operational Efficiency SACS 5.2. b
IPEDS (Institutional Characteristics, 12 Month Enrollment, Completions)	Coordinator of Institutional Research	Required College Reporting Goal #7: Enrollment Management Goal #8: Operational Efficiency SACS CR 3.1.c
Student Support Services Lab Survey	Student Support Services Lab Coordinator	Student Support Services Goal #2: Student Focus/ Services Success SACS CR 12.1
Adult Educational-EPS Budget Submitted	Director of Adult Education	Required Reporting Goal #6: Adult Education Goal #8: Operational Efficiency
	Adult Education Director and EPS	EPS Program Evaluation

Adult Educational EPS End of Year Report	Instructor	Goal #6: Adult Education Goal #8: Operational Efficiency
SLO & General Education Outcomes Feedback Reports	Institutional Effectiveness Specialist	Assessment of Student Learning Goal #1: Teaching and learning SACS 8.2.a & 8.2. b
Facilities Master Plan	President Dean of Business & finance Facilities Master Plan Committee	College facility planning Goal #8: Operational Efficiency ACCS Policy
NOVEMBER		
PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
College's Financial Statement prepared and submitted to DPE	Dean of Business and Finance	Submission of audit findings by state examiners Goal #8: Operational Efficiency SACS CR 13.1 & CR 13.2
Annual Harassment Training & Surveys	HR Director	Goal #8: Operational Efficiency
A.D.N. Annual Report to the Alabama Board of Nursing	Health Science Director	Program compliance with approval body/ required reporting Goal #8: Operational Efficiency SACS 14.1
L.P.N. Annual Report to the Alabama Board of Nursing	Health Science Director	Program compliance with approval body/ required reporting Goal #8: Operational Efficiency SACS 14.1
A.D.N. Annual Report for the Accrediting Commission for Education in Nursing	Health Science Director	Program compliance with accrediting body/ required reporting Goal #8: Operational Efficiency SACS 14.1
L.P.N. Annual Report for the Accrediting Commission for Education in Nursing	Health Science Director	Program compliance with accrediting body/ required reporting Goal #8: Operational Efficiency SACS 14.1
Campus Annual Security Report	Chief of Police	Required College Reporting Goal #8: Operational Efficiency SACS 13.6
Evaluation of Library Programs – (Student Survey of Library and Support Services Effectiveness) and (Faculty and Staff Survey of	Library Director	Student, faculty, staff satisfaction Goal #2: Student Focus/ Services Success

Library and Support Services Effectiveness		SACS CR 11.1
Student Support Services Annual Performance Report	Student Support Services Director, Staff	Student Performance Report Goal #1: Teaching and Learning Goal #2: Student Focus/ Services Success SACS CR 12.1
Technical Programs Advisory Committees meetings	Technical Faculty Director of Technical Programs Director of Health Science Director of Business Education	Business and Industry review and input into program curriculums Goal #4: Workforce Development Goal #5: Community Engagement/Development
DECEMBER		
PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
SMART EVAL Online Student Evaluation of Instruction	Department Chairs/ Faculty Coordinator of Institutional Research	Student evaluation of each full time and part-time instructor/course Goal #1: Teaching and Learning Goal #2: Student focus/ Services Success Goal #3 Technology SACS CR 6.1
Submission of the Strategic Planning Council subcommittees fall meeting minutes	Strategic Planning Council Subcommittee Chairs	Institutional Effectiveness: Assessment of the College's Mission and Goal Goal #8: Operational Efficiency SACS CR: 7.1
External review committee and program responses submitted for annual Program Reviews	External Program review committee chairs Coordinator of Institutional Effectiveness	Business and Industry Assessments Goal #1: Teaching and Learning Goal #4 Workforce Development Goal #5: Community Engagement/Development SACS CR 9.1, CR 9.2 & 9.3
Adult Education Survey	Adult Education Director	Student Evaluation Goal #2: Student Focus/Services Success Goal #4 Workforce Development Goal #6 Adult Education

JANUARY

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Submission of the Strategic Planning Council Subcommittees Report and recommendations	Strategic Planning Council subcommittee chairs	Institutional Effectiveness: Assessment of the College's Mission and Goal Goal #8: Operational Efficiency SACS CR 7.1
Annual Program Review Process begins	Department Chairs, Directors, Faculty, Coordinator of Institutional Effectiveness	Program Effectiveness Goal #1: Teaching and Learning SACS CR 9.1, CR 9.2, 9.3, & 10.7 ACCS Policy
Student Support Services Fall Semester Performance Report	SSS Director, Staff	Assessment of student performance, retention, transfer Goal #2: Student Focus/ Services Success
SACS Annual Institutional Profile	SACs Liaison Technology and Information Services (Completes Section II Only)	Required Reporting Accreditation compliance Goal #8: Operational Efficiency SACS CR 1.1
DAX (Fall Enrollment Data)	Technology and Information Services	Required College Reporting Goal #7: Enrollment Goal #8: Operational Efficiency
IPEDS (Human Resources)	Coordinator of Institutional Research	Required College Reporting Goal #8: Operational Efficiency
NCLEX PN & RN Licensure Exam 3 year rolling average and Program approval letter from ABN	Health Science Program Director	Program Effectiveness Approval body compliance Goal #1: Teaching and Learning Goal #4: Workforce Development SACS 8.1

FEBRUARY

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
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MARCH

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
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Mid-Year Unit Planning Days	All Planning Units	Planning and Assessment
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		Activities/ All Planning Units Goal #8: Operational Efficiency SACS CR 7.1
Submission of SACSCOC Compliance Certification Report	President SACSCOC Liaison	Maintain SACS Accreditation Goal #8: Operational Efficiency SACS CR 1.1
Business Education Advisory Committee Report	Business Education Department Chair	Program Effectiveness: Curriculum review and feedback from business and industry Goal #5: Community Engagement/Development Goal #8: Operational Efficiency SACS CR 7.1
IPEDS (Fall Enrollment, Student Financial Aid, Graduation Rates, Graduation Rates 200)	Coordinator of Institutional Research	Required College Reporting Goal #8: Operational Efficiency SACS CR 3.1.c
IPEDS (Finance)	Dean of Business and Finance	Required College Reporting Goal #8: Operational Efficiency. SACS 7.3
IPEDS (Academic Library Survey)	Learning Resources Director	Required College Reporting Goal #8: Operational Efficiency SACS 7.3 & CR 11.1
APRIL		
PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Evaluation of Library Programs – (Student Survey of Library and Support Services Effectiveness) and (Faculty and Staff Survey of Library and Support Services Effectiveness)	Library Director	Student, faculty, staff satisfaction Goal #2: Student Focus/ Services Success SACS CR 11.1
ACRL Academic Library Statistics Survey	Library Director	Program Effectiveness: Yearly survey administered by Association of Colleges and Research Libraries – Goal #2: Student Focus/ Services Success SACS CR 11.1
Emergency Response Plan	Campus Police Chief	Emergency Planning for the College Goal #8: Operational Efficiency

MAY

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Complete assessment plans, Unit IEPs are submitted to the office of IE by each planning unit	Department Chairs, Directors,	Unit assessments to be used to improve program outcomes Goal #8: Operational Efficiency SACS CR 7.1
Unit Budget request are linked to unit plans and submitted to the business office	Deans, Department Chairs, Supervisors, and Directors Dean of Business and finance	Align budget request to departmental planning. Evaluation of justification for budget request. Goal #8: Operational Efficiency SACS CR 7.1
Student Support Services Spring Semester Performance Report	SSS Director, Staff	Assessment of student performance, retention, transfer Goal #7: Enrollment Management SACS CR 12.1
Evaluation of Tutorial Services	Student Support Services Lab Coordinator	Assessment of Student satisfaction Goal #2: Student Focus/ Services Success
SMART EVAL online evaluation of Instruction	Faculty, Department Chairs Summary Reports from IR	Student evaluation of each full time and part-time instructor/course Goal #1: Teaching and Learning Goal #3 Technology Goal #6: Student focus/ Services Success SACS CR 6.1
Submission of Strategic Planning Council Sub-Committees reports and recommendations	Strategic Planning Council sub-committee chairs	Institutional Effectiveness: Assessment of the College's Mission and Goals Goal #8: Operational Efficiency SACS CR 7.1
Adult Education Survey	Adult Education Director	Student Evaluation of Services Goal #2: Student Focus/Services Success Goal #4 Workforce Development Goal #6 Adult Education
Graduate Completer Survey Report	Student Services Institutional Effectiveness Specialist	Graduate satisfaction Goal #2 Student Focus/ Services Success

JUNE

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Annual Unit Assessment plans (Column 1-3) are submitted for the upcoming year	Department Chairs, Directors,	Continuous cycle of unit planning to improve program outcomes SACS CR 7.1
Review of College Statement of Purpose/Mission and Goals	President's Cabinet, Planning Council	Review of College Mission Goal #8: Operational Efficiency SACS CR 2.1 & 4.2. a
College Budget Review: Draft of Budget is submitted for the President's approval	Dean of Business and Finance	College Budget Review Process Goal #8: Operational Efficiency SACS CR 13.2
DAX (Spring Enrollment Data)	Technology and Information Services	Required College Reporting Goal #8: Operational Efficiency
ACCS Workforce Development Dual enrollment Grant Submission	Assistant Dean of Instruction	Promote Early College Entrance /Enrollment and Job Readiness Goal #4 Workforce Development
WIOA Performance Analysis Report and Data Checklist	Adult Education Assessment Administrators	Program Performance in Adult Education Goal #6 Adult Education
Submission of the Strategic Planning Council Subcommittee Report and recommendations to the office IE	Strategic Planning Council Subcommittee Chairs	Institutional Effectiveness Goal #8: Operational Efficiency SACS CR 7.1
Assessment Committee reviews unit plans and provides summary feedback reports on each unit plan	Assessment Committee Institutional Effectiveness	College Systematic Assessment processes SACS CR 7.1
Financial Statement Due to Department of Education	Dean of Business & Finance	Required College Reporting Goal #8: Operational Efficiency SACS CR 13.2

JULY

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Submission of the Strategic Planning Council Report and recommendations to the President	Strategic Planning Council	Institutional Effectiveness: Assessment of the College's Mission and Goal SACS CR 2.1, CR 7.1, & 5.2.a
College Budget submitted to the DPE	Dean of Business and Finance	College Budget Process Goal #8: Operational Efficiency SACS CR 13.1
FISAP Report	Financial Aid Director	Funds for campus-based programs allocated

		Goal #8: Operational Efficiency
Annual Presidents Report	Office of institutional Effectiveness	Goal #8: Operational Efficiency SACS CR 7.1
Review, update & publish of College Catalog	Director of Marketing	Annual update of College publications Goal #8: Operational Efficiency SACS CR 1.1
Review & update of Faculty /Staff Handbook	Dean of Instruction	Update of written policies Goal #8: Operational Efficiency SACS CR 1.1
AUGUST		
PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
ACHE Preliminary Fall Enrollment	Technology and Information Services	Required College Reporting Goal #7: Enrollment Management
Evaluation of Tutorial Services	Student Support Services Lab Coordinator	Student satisfaction with services Goal #6: Student Focus/ Services Success
Adult Education & EPS Proposal for Funding	Adult Education Department	Goal #2: Student Focus/Services Success
Submission of Instructional Program Reviews	Department Chairs, Directors, Faculty	Program Effectiveness Goal #1: Teaching and Learning SACS 9.1, CR 9.2 & 9.3
Student Support Services Summer Semester Performance Report	Student Support Services Director, Staff	Assessment of student performance, retention, transfer SACS CR 12.1
College Professional Development Calendar	Professional Development Committee Institutional Effectiveness Specialist	Enhance the growth of college employees Goal #1: Teaching and Learning Goal #8: Operational Efficiency SACS 6.5
College Fact Book	Institutional Effectiveness	Goal #5 Community Engagement/Development Goal #8: Operational Efficiency
SMART EVAL Online Student Evaluation of Instruction	Department Chairs Summary Reports from IR	Student evaluation of each full time and part-time instructor/course Goal #1: Teaching and Learning Goal #2: Student Focus/Services Success Goal #3 Technology SACS CR 6.1

Faculty and Staff Professional Development summary reports	Institutional Effectiveness	Goal #1: Teaching and Learning Goal #8: Operational Efficiency SACS 6.5
Faculty and Staff evaluation of College's Professional Development offerings summary reports	Institutional Effectiveness	Consumer Satisfaction Goal #8: Operational Efficiency SACS 6.5
Report of Summary Performance Data for 4 year College Transfers	Institutional Research	Goal #2: Student Focus/ Services Success
Adult Education Survey	Adult Education Director	Student Evaluation Goal #2: Student Focus/Services Success
SEPTEMBER		
PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Surveys of Faculty & Staff Fall Orientation	Institutional Research	Goal #8: Operational Efficiency
PCT Program certifications results NAS, EKG, Phlebotomy	Health Science Program Director	Program Effectiveness Goal #1: Teaching and Learning Goal #4: Workforce Development SACS CR 8.1
Appointment of College Standing Committees	President	Executive Officer Responsibility Goal #8: Operational Efficiency SACS CR 5.1
Approval of College Budget received from the DPE	Business Office	Chancellor's approval (board of trustees) Goal #8: Operational Efficiency SACS 5.2. a
DAX (Summer Enrollment Data)	Technology and Information Services	Required College Reporting Goal #8: Operational Efficiency
Annual Student Learning & General Education Outcome Data placed in the assessment module of SPOL	Faculty Directors, Department Chairs	Goal #1: Teaching and Learning Goal #3: Technology SACS 8.2.a & 8.2.b
Perkins Vocational Education Funds Data Certification Instrument	Technology and Information Services	Required Reporting Goal #4: Workforce Development Goal #8: Operational Efficiency SACS CR 8.1
Cosmetology Program Certification Rates	Cosmetology Faculty	Program Effectiveness Goal #1: Teaching and Learning Goal #4: Workforce

		Development SACS CR 8.1
Review of Assessments of Student Achievement Benchmark Data	Institutional Effectiveness	Assessment of Enrollment, Retention, Persistence, Graduation, Certification Rates, and Job Placement. Goal #6: Student Focus/Services Success SACS CR 8.1
Faculty Performance Evaluations	President, Deans, Associate Deans, Directors, Department Heads	Faculty Evaluations Goal #8: Operational Efficiency SACS 5.2.a & 6.3
Annual review and update of the College's Organizational Chart	Office of Institutional Effectiveness	Administration & Organization Goal #8: Operational Efficiency SACS 5.2. a