INSTITUTIONAL PLANNING AND EVALUATION CALENDAR

OCTOBER

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
End-of-Year-Report (Institutional Effectiveness Assessment Report)/ **SPOL**	Office of Institutional Effectiveness and Research President's Cabinet, Planning Council,	Results of the previous IEPs Systematic, ongoing unit assessments and improvements **Goal # 10: Operational Efficiency** **SACS CR:7.1 , 8.2.c**
Strategic Planning Council Appointments	President	College Level Assessment processes **Goal # 10: Operational Efficiency** **SACS CR:2.1 & 7.1** **SACS 4.2.a**
Staff Evaluations	President Directors /Chairs	Qualified Staff **Goal # 10: Operational Efficiency** **SACS 5.5 & 5.2.a**
Perkins Performance Report	Raji Gourdine, Technology and Information Services/ IR	Perkins Performance Goals **Goal # 10: Operational Efficiency**
Equity in Athletic Disclosure Act Survey	Athletic Director	Required College Reporting **Goal # 10: Operational Efficiency** **SACS 5.2.b**
IPEDS (Institutional Characteristics, 12 Month Enrollment, Completions)	Technology and Information Services	Required College Reporting **Goal # 11: Enrollment Management** **SACS CR 3.1.c**
Student Support Services Lab Survey	Student Support Services Lab Coordinator	Student Support Services **Goal #6: Student Focus/ Services Success** **SACS 12.1**
Adult Educational-EPS Budget Submitted	Adult Education Department	Required Reporting **Goal# 8: Community Development and Lifelong**

		Learning **Goal # 10: Operational Efficiency**
Adult Educational EPS End of Year Report	Adult Education Director and EPS Instructor	EPS Program Evaluation **Goal# 8 : Community Development and Lifelong Learning**
SLO & General Education Outcomes feedback Reports	Institutional Effectiveness	Assessment of Student Learning **Goal 1: Quality Teaching and learning** **SACS 8.2 (a&b)**
Facilities Master Plan	President Dean of Business & finance Facilities Master Plan Committee	College facility planning **Goal # 10: Operational Efficiency**

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 # 10: Efficiency of Operations** **SACS CR 13.1 & 13.2**
Annual Harassment Training & Surveys	HR Coordinator	**Goal # 5 professional development and Goal # 10 Operational efficiency**
A.D.N. Annual Report to the Alabama Board of Nursing	Health Science Director	Program compliance with approval body/ required reporting **Goal # 10: Efficiency of Operations** **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 # 10: Efficiency of Operations** **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 # 10: Efficiency of Operations** **SACS 14.1**
L.P.N. Annual Report for the Accrediting Commission for	Health Science Director	Program compliance with accrediting body/ required

Education in Nursing		reporting **Goal # 10: Efficiency of Operations** **SACS 14.1**
Campus Annual Security Report	Campus Police	Required College Reporting **Goal # 10: Efficiency of Operations** **SACS 13.6**
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# 6: Student Focus/ Services Success** **SACS CR 11.1**
Student Support Services Annual Performance Report	Student Support Services Director, Staff	Student Performance Report **Goal #1: Quality Teaching and Learning SACS CR 12.1**
Technical Programs Advisory Committees meetings	Technical Faculty Director of Technical programs	Business and Industry review and input into curriculum **Goal # 9: Public Relations (9.1)** **Goal #4: Workforce Development**

DECEMBER		
PLANNING ACTIVITY	**AREA OF RESPONSIBILITY**	**ASSESSMENT ACTIVITY**
Educational Talent Search Annual Report	Educational Talent Search Director	Evaluation for continued funding **Goal# 8: Community Development and Lifelong Learning** **Goal # 10: Efficiency of Operations**
Technical Programs Student Placement Reports	Technical Program faculty Follow-up Coordinator	Track Program completion and Job Placement **Goal 4: Workforce development** **SACS 8.1**
SMART EVAL Online Student Evaluation of Instruction	Department Chairs Summary Reports from IR	Student opinion of each full time and part-time instructor **Goal #1: Quality Teaching and Learning Goal #1** **Goal #6: Student focus/ Services Success** **Goal #3 Technology** **SACS CS 6.1**

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
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 # 10: Efficiency of Operations** SACS CR: 2.5
External review committee and program responses submitted for annual Program Reviews	External Program review committee chairs Institutional Effectiveness	Business and Industry Assessments **Goal #1: Quality Teaching and Learning** **CR 9.1, 9.2 & 9.3**
Adult Education Survey	Adult Education Director	Student Evaluation **Goal#6: Student Focus/Services Success** **Goal#4 Workforce Development** **Goal #8 CD & Lifelong Learning**
ADA Information Report	ADA Coordinator and Technology and Information Services	Required College Reporting **Goal#3: Access** **Goal #7: Diversity**

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 # 10: Efficiency of Operations** SACS CR: 7.1
Annual Program Review Process begins	Department Chairs, Directors, Faculty, Institutional Effectiveness	Program Effectiveness **Goal #1: Quality Teaching and Learning** **SACS CR: 9.1, 9.2 & 9.3** **SACS 10.7**
Student Support Services Fall Semester Performance Report	SSS Director, Staff	Assessment of student performance, retention, transfer **Goal #1: Quality Teaching and Learning SACS CR 12.1**
SACS Annual Institutional Profile	SACs Liaison Technology and Information Services (Completes Section II Only)	Required Reporting Accreditation compliance **Goal # 10: Efficiency of Operations**

		SACS 1.1
DAX (Fall Enrollment Data)	Technology and Information Services	Required College Reporting **Goal #10: Operational Efficiency** **Goal # 11: Enrollment management**
IPEDS (Human Resources)	Technology and Information Services	Required College Reporting **Goal #10: 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: Quality Teaching and Learning** **Goal 4: Workforce Development** SACS 8.1
Evaluation of Tutorial Services	Student Support Services Lab Coordinator	Student satisfaction **Goal# 6**: Student Focus/ Services Success

FEBRUARY

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Service area needs reviewed; impact of external and/or internal events affecting college determined; Planning Assumptions updated accordingly	Strategic Planning Council	Environmental Scans and Planning Assumptions **Goal #10: Operational Efficiency**

MARCH

PLANNING ACTIVITY	AREA OF RESPONSIBILITY	ASSESSMENT ACTIVITY
Mid-Year Unit Planning Days	All Planning Units	Planning and Assessment Activities/ All Planning Units **Goal #10: Efficiency of Operations** SACS CR 7.1
Submission of SACSCOC Compliance Certification Report	President SACSCOC Liaison	Maintain SACS Accreditation **Goal #10: Efficiency of Operations** SACS 1.1
Business Education Advisory	Business Education Department	Program Effectiveness:

Committee Report	Chair	Curriculum review and feedback from business and industry **Goal# 9: Public Relations (9.1)** **SACS CR 7.1**
IPEDS (Fall Enrollment, Student Financial Aid, Graduation Rates, Graduation Rates 200)	Technology and Information Services	Required College Reporting **Goal #10: Efficiency of Operations** **SACS CR 3.1.c**
IPEDS (Finance)	Dean of Business and Finance	Required College Reporting **Goal #10: Efficiency of Operations. SACS CR. 3.1.2**
IPEDS (Academic Library Survey)	Learning Resources Director	Required College Reporting **Goal #10: Efficiency of Operations** **SACS CR 3.1.2 & 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# 6: 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# 6: Student Focus/ Services Success** **SACS CR 11.1**
Emergency Response Plan	Campus Police Chief	Emergency Planning for the College **Goal #10: Efficiency of Operations**

MAY		
PLANNING ACTIVITY	**AREA OF RESPONSIBILITY**	**ASSESSMENT ACTIVITY**
Completed assessment plans, Unit IEP is submitted to the office of IE by each planning unit	Department Chairs, Directors,	Unit assessments to be used to improve outcomes **Goal#10: Efficiency of**

		Operations **SACS CR 7.1**
Educational Talent Search Program Evaluation	Educational Talent Search Counselor, Recruiter	Evaluation of programs, counselor, and tutors
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#10: Efficiency of Operations** **SACS CR 7.1**
Student Support Services Spring Semester Performance Report	SSS Director, Staff	Assessment of student performance, retention, transfer **Goal 11: Enrollment Management** **SACS CR. 12.1**
Evaluation of Tutorial Services	Student Support Services Lab Coordinator	Assessment of Student satisfaction **Goal# 6: Student Focus/ Services Success**
SMART EVAL online evaluation of Instruction	Faculty, Department Chairs Summary Reports from IR	Student opinion of each full time and part-time instructor **Goal #1: Quality Teaching and Learning** **Goal #6: Student focus/ Services Success** **Goal #3 Technology** **SACS 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#10: Efficiency of Operations** **SACS CR 7.1**
Technical Programs Student Placement Status Reports	Technical Program faculty Student follow up Coordinator	Track Program completion and Job Placement **Goal #4: Workforce Development. SACS 8.1**
ADA Information Report	ADA Coordinator and Technology and Information Services	Required College Reporting **Goal#2: Access** **Goal #7: Diversity**
Adult Education Survey	Adult Education Director	Student Evaluation of Services **Goal#6: Student Focus/Services**

		Success
		Goal#4 Workforce Development
		Goal #8 CD & Lifelong Learning
Graduate Completer Survey Report	Student Services Institutional Effectiveness	Graduate satisfaction
		Goal #6 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 # 10: Operational Efficiency** **SACS CR:2.1** **SACS 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 #10: Operational Efficiency** **SACS CR 13.2**
DAX (Spring Enrollment Data)	Technology and Information Services	Required College Reporting **Goal#10: Efficiency of Operations**
ACCS Workforce Development Dual enrollment Grant Submission	Assistant Dean of Instruction	Promote Early College Entrance /Enrollment and Job Readiness **Goal#2 Access** **Goal #4 Workforce Development**
WIOA Performance Analysis Report and Data Checklist	Adult Education Assessment Administrators	Program Performance in Adult Education **Goal # 8 Community Development and Life Long** Learning
Submission of the Strategic Planning Council subcommittee Report and recommendations to the office IE	Strategic Planning Council subcommittee Chairs	Institutional Effectiveness **Goal#10: Efficiency of Operations** **SACS CR: 7.1**
Submission of QEP Plan to SACSCOC	President QEP Director	**SACS 7.2**
Assessment Committee reviews	Assessment Committee	College Systematic Assessment

unit plans and provides summary feedback reports on each unit plan	Institutional Effectiveness	processes **SACS CR 7.1**
Financial Statement Due to Department of Education	Dean of Business & Finance	Required College Reporting **Goal#11: Efficiency of Operations** **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 2.4 CR: 7.1** **SACS 5.2.a**
College Budget submitted to the DPE	Dean of Business and Finance	College Budget Process **Goal#10: Efficiency of Operations** **SACS CR 13.1**
FISAP Report	Financial Aid Director	Funds for campus-based programs allocated **Goal#10: Efficiency of Operations**
Annual Presidents Report	Office of institutional Effectiveness	**Goal # 10: Operational Efficiency** **Goal # 9 Public Relations** **SACS CR:7.1**
Review, update & publish of College Catalog	Director of Marketing	Annual update of College publications **Goal # 10: Efficiency of Operations** **SACS CR: 1.1**
Review & update of Faculty /Staff Handbook	Dean of Instruction	Update of written policies **Goal # 10: Efficiency of Operations** **SACS CR: 1.1**

AUGUST		
PLANNING ACTIVITY	**AREA OF RESPONSIBILITY**	**ASSESSMENT ACTIVITY**
ACHE Preliminary Fall Enrollment	Technology and Information Services	Required College Reporting **Goal# 11: Enrollment Management**
Evaluation of Tutorial Services	Student Support Services Lab	Student satisfaction with services

	Coordinator	**Goal# 6: Student Focus/ Services Success**
Adult Education & EPS Proposal for Funding	Adult Education Department	**Goal #6: Student Focus/Services Success**
Submission of Instructional Program Reviews	Department Chairs, Directors, Faculty	Program Effectiveness **Goal #1: Quality Teaching and Learning** **SACS CR 9.1, 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	**Enhance the growth of college employees** **Goal # 5 Professional Development** **SACS: 6.5**
College Activity Calendar	Student Services Institutional Effectiveness	**Goal#10: Efficiency of Operations**
College Fact Book	Institutional Effectiveness	**Goal # 9 Public Relations**
SMART EVAL Online Student Evaluation of Instruction	Department Chairs Summary Reports from IR	Student opinion of each full time and part-time instructor **Goal#6: Student Focus/Services Success** **Goal#1: Quality Teaching and Learning** **Goal #3 Technology** **SACS 6.1**
Faculty and Staff Professional Development summary reports	Institutional Effectiveness	**Goal#5: Professional Development** **Goal#1: Quality Teaching and Learning** **SACS 6.5**
Faculty and Staff evaluation of College's Professional Development offerings summary reports	Institutional Effectiveness	Consumer Satisfaction **Goal#5: Professional Development** **SACS 6.5**
Report of Summary Performance Data for 4 year College Transfers	Institutional Research	**Goal # 6: Student Focus/ Services Success**
ADA Information Report	ADA Coordinator and Technology and Information Services	Required Reporting **Goal#3: Access** **Goal #7: Diversity**

Adult Education Survey	Adult Education Director	Student Evaluation **Goal#6: Student Focus/Services Success**

SEPTEMBER		
PLANNING ACTIVITY	**AREA OF RESPONSIBILITY**	**ASSESSMENT ACTIVITY**
Surveys of Faculty & Staff Fall Orientation	Institutional Research	**Goal# 5 Professional Development** **Goal # 10: Efficiency of Operations**
PCT Program certifications results NAS, EKG, Phlebotomy	Health Science Program Director	Program Effectiveness **Goal #1: Quality Teaching and Learning** **Goal 4: Workforce Development** **SACS 8.1**
Appointment of College Standing Committees	President	Executive Officer Responsibility **Goal # 10: Efficiency of Operations** **SACS 5.1**
Approval of College Budget received from the DPE	Business Office	Chancellor's approval (board of trustees) **Goal # 10: Efficiency of Operations SACS 5.2.a**
DAX (Summer Enrollment Data)	Technology and Information Services	Required College Reporting **Goal # 10: Efficiency of Operations**
Annual Student Learning & General Education Outcome Data placed in the assessment module of SPOL	Faculty Directors, Department Chairs	**Goal #1: Quality Teaching and Learning** **Goal #3: Technology** **SACS 8.2(a&b)**
Perkins Vocational Education Funds Data Certification Instrument	Technology and Information Services	Required Reporting **Goal # 10: Efficiency of Operations** **Goal 4: Workforce Development** **SACS 8.1**
ADA Annual Report	ADA Coordinator	Required Reporting **Goal #2: Access** **Goal #7: Diversity**
Cosmetology Program Certification Rates	Cosmetology Faculty	Program Effectiveness **Goal #1: Quality Teaching and**

		Learning **Goal 4: Workforce Development** **SACS 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 # 10: Efficiency of Operations** **SACS 6.3, 5.2.a**
Annual review and update of the College's Organizational Chart	Office of Institutional Effectiveness	Administration & Organization **Goal # 10: Efficiency of Operations** **SACS 5.2.a**