



Institutional Effectiveness Calendar

Fiscal Year Begins

June

- Input General Ed. and Technical Education Data

July

- Administer Alumni Survey
- Conduct Unit Plan Assessment
- Complete Annual Assessment Reports

August

- Develop Unit Plan Assessment Handbook
- Review Alumni Survey Results
- Assign QEP Advisor/Advisee
- Develop New Unit Plans & Review **Mission Statement**
- Incorporate Strategic Plan Updates
- Assign courses for rubric assignments (Fall Freshman level courses)

May

- Collect Technical and General Education Rubric Data

September

- Conduct Advisory Board Meetings
- Administer Institutional Assessment Survey
- Implement and Monitor Unit Plans

April

- Complete Faculty and Course Evaluations
- Advisor/Advisee Survey
- Division Coordinators discuss Rubrics and Survey Data
- Administer ETS Test (given the week before Spring Break)

On-going
Implementation of
Planning & Assessment
Activities, Feedback of
Results and Use of
Results for Improvement

October

- Conduct Advisory Board Meetings
- Meet with Academic Lead Faculty to discuss PIP, Rubric, & Survey Results

March

- Administer CCSSE Survey every Odd Year
- Monitor Unit Plans

November

- Conduct Advisory Board Meetings
- Compile Rubric Data Collection
- Conduct Faculty and Course Evaluation Surveys
- Compile Rubric Survey Results