



**IE Planning Calendar for 2023-2024**

Timeline	Tasks
July 2023	<p>Director of IE provides feedback to Deans, Directors, and Program Coordinators on 2022-2023 assessed OARs outcomes and 2023-2024 planned OARS for strategic plan alignment.</p> <p>President’s Office reviews Team Membership and appoints new members as needed, with assignments taking effect in August.</p>
August 2023	<p>IE and IR training and professional development is provided to faculty and staff by the Director of IE for the upcoming academic year.</p>
September 2023	<p>State Budget presented to the Board of Trustees for approval (pending budget action from NC General Assembly).</p>
October 2023	<p>October 1<sup>st</sup>-Annual Report information due to Public Information Officer.</p> <p>Conduct Fall Student Satisfaction Survey.</p>
November 2023	<p>Director of Institutional Effectiveness notifies appropriate Programs and/or Departments of the Program Review deadline of February 15th. Pertinent Data for these reviews is provided at this time.</p> <p>Evaluation of Instruction for 16-week classes begin</p>
December 2023	<p>December 1<sup>st</sup>-Director of IE identifies Reviewers for Program Reviews and sends out the appropriate completed reviews to same.</p>
January 2024	<p>Initial local budget requests developed.</p> <p>January 30th-Program Reviews by Review Teams have been completed and Write-up provided.</p>
February 2024	<p>February 15<sup>th</sup>-Program/Department Reviews due to Respective Program/Unit Supervisors.</p> <p>Director of IE reviews and updates the 2024 IE Plan including operational plans and general education competencies for 2023-2024. Sends to the Board of Trustees for review.</p>
March 2024	<p>March 1<sup>st</sup>-Director of IE identifies Reviewers for Program Reviews and sends out the appropriate completed reviews to same.</p> <p>Straw budget reports due to Vice President of Administrative Services by deadline established by Business Office. Equipment Requests are submitted as a part of the Straw Budget.</p> <p>Director of IE emails personnel to remind them of April 28th deadline (OARs 2023-2024 with assessment, OARS 2023-2024))</p>



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	Conduct Spring Student Satisfaction Survey.
April 2024	<p>April 28<sup>th</sup>-Curriculum 2023-2024 Student Learning and Program outcomes with assessments completed are due to Division Chairs &amp; Directors.</p> <p>2023-2024 Student Learning and Program outcome plans, submitted on OARs forms (tied to budget requests) are due to Division Chairs &amp; Directors by all curriculum programs.</p> <p>Evaluation of Instruction for 16-week classes begin</p>
May 2024	Annual Employee Survey conducted.
June 2024	Review 2022-2023 assessed OARs and 2023-2024 planned OARs for strategic plan and strategic goal alignment