

IE PLANNING CALENDAR FOR 2020-2021

JULY	AUGUST	SEPTEMBER	OCTOBER
<p>Director of IE compiles all 19-20 assessed OARs and 20-21 planned OARs into annual IE Plan.</p> <p>President's Office reviews Team Membership and appoints new members as needed, with assignments taking effect in August.</p>	<p>Director of Institutional Effectiveness notifies appropriate Programs and/or Departments of the Program Review deadline of November 11th. Pertinent data for these reviews is provided at this time.</p>	<p>September BOT Institutional Effectiveness Plan for 20-21 completed and presented to the Board of Trustees at Monthly Meeting.</p> <p>State Budget presented to the Board of Trustees for approval (pending budget action from NC General Assembly).</p> <p>Institutional Effectiveness Plan for 20-21 distributed to faculty and staff.</p>	<p>October 1st Annual Report information due to Public Information Officer.</p> <p>Conduct Fall Student Satisfaction Survey.</p>
NOVEMBER	DECEMBER	JANUARY	FEBRUARY
<p>November 11th Program/Department Reviews due to Respective Program/Unit Supervisors.</p>	<p>December 1st Director of IE identifies Reviewers for Program Reviews and sends out the appropriate completed reviews to same.</p>	<p>Initial local budget requests developed.</p> <p>January 30th Program Reviews by Review Teams have been completed and Write-up provided.</p>	
MARCH	APRIL	MAY	JUNE
<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 Y20-21 with assessment, OARS Y21-22)</p> <p>Conduct Spring Student Satisfaction Survey.</p>	<p>April 28th Curriculum Y20-21 Student Learning and Program outcomes with assessments completed are due to Division Chairs & Directors.</p> <p>Y21-22 Student Learning and Program outcome plans, submitted on OARs forms (tied to budget requests) are due to Division Chairs & Directors by all curriculum programs.</p>	<p>Annual Employee Survey conducted.</p>	<p>Begin compilation of 20-21 assessed OARs and 21-22 planned OARs into annual IE Plan.</p>

NOTES: OAR = Outcomes Assessment Report