

## Institutional Research and Effectiveness Calendar

Assessment Tool	Personnel Responsible	Reviewed by	Schedule
Annual Department Reports	Each Department	EVP, Supervisors, VP of IRE	July 15
Annual Department Plans	Each Department	EVP, Supervisors, VP of IRE	July 15
Annual Report to Board of Trustees	VP of IE, EVPs, VPs, Director of M/C	Board of Trustees, All personnel	Draft: August 1 Final: September 1
Institutional Assessment Document	VP of IE with all depts.	Admin Council	August Admin Mtg
Entering Student Survey	VP of Student Affairs, VP of Enrollment, Director of M/C, VP of IE	All Administrators, Faculty	1 <sup>st</sup> week of classes
Fall Enrollment Data	VP of IE, Registrar, Admissions	Administrators, Faculty, Trustees	1 week past fall census date
SEP Data	VP of IE with Admissions	SEP team	September 15
Retention reports: cohort, gender, athletes, programs	VP of IE	Administrators, Faculty, Directors	October 1
Program Review/ Alumni Surveys	VP of IE	All Administrators, Alumni Director, Faculty	September 1
IPEDS Fall: Completions, 12 month enrollment	VP of IE	----	October 15
Common Data Set	VP of IE with appropriate departments		November 1
ABHE Annual Report	VP of IE with appropriate departmental help	Data included in Facts/Trends	November 1
Graduating Student Survey and Interviews: Dec grads	VP of IE with administrators	Data held to be combined with spring data	Final few weeks of fall semester
Facts and Trends Book	VP of IE	All Administrators, Faculty Trustees	December Admin Mtg
StratOp Dashboard Update	VP of IE with administrators	Administrators	Dec Administrator Meeting
Spring Enrollment Data	VP of IE, Admissions, Registrar	Administrators, Faculty, Trustees	1 week past spring census date
IPEDS Winter: SFA, Grad Rates, Admissions, Outcomes	VP of IE, Admissions, SFS	-----	February 1
Student Satisfaction Inventory	VP of IE with administrators	Administrators, Faculty, All departments	Mid-February/every other year
Priorities Survey for Online Learners	VP of IE with Associate Dean of Online Learning	Administrators, Online Learning Dept, Other departments as needed	Mid-February
HLC Annual Report	VP of IE with appropriate departmental help	Data included in Facts/Trends	March 15
OCC Student Survey	VP of IE with input from all departments	Administrators, Faculty, All departments	Early March/every other year (opposite SSI)
Academic Catalog Updates	VP of IE to assist Academics Office		April 1

IPEDS Spring: Fall Enrollment, Finance, HR, Library	VP of IE, HR, Business office, library	-----	April 1
Graduating Student Survey and interviews: May grads	VP of IE with administrators	Administrators, Directors, Faculty	Final few weeks of spring semester
StratOp Update	VP of IE with administrators	Administrators	Mid-May
Consumer Info page on website	VP of IE with appropriate departments		Mid-June
Handbook updates	VP of IE with all appropriate departments		