

Institutional Effectiveness Calendar

Plan to Meet - Meet to Plan"

- Administrative Council meets 1st and 3rd Monday, 3:00 p.m.
- Board of Trustees meets 4th Monday (July, September, November, January, March and May)
- Institutional Effectiveness Committee meets 3rd Wednesday, 3:00 p.m.
- Marketing/Recruiting Committee meets 2nd Wednesday, 3:00 p.m.
- Academic Affairs Committee meets 1st and 3rd Thursday, 3:00 p.m. (September – February)
- College Executive Committee 1st Wednesday, 3:00 p.m.

Unforeseen events and circumstances may alter this planning schedule. Exact meeting dates are posted on the [Event Calendar](http://www.lenoircc.edu/) at <http://www.lenoircc.edu/>

Annual Planning and Reporting Cycle July 1 - June 30

July

- Student Orientation Survey (07/14)
- New And Expanding Industry (07/18)
- College Calendar Survey (NCHED A-9) (07/29)
- Small Business Center (SBC) Annual Progress Report (due 07/29)
- IIPS Conference/CCPRO Summer Conference (07/25-07/27)
- Program Development Survey/Research
- IE Website Update
- Online Programming for Research and Planning
- End-of-Year Reports
- Collection of Data for Closing the Loop
- Annual Report
- Editing IE Plan for Publication

August

- Capital Improvement Data (DCC 3-5) (08/01)
- Program Report - Internal Equipment Audit (DCC 4-13) - Annual Inventory Audit (08/01)
- Program Report - Internal Equipment Audit (DCC 4-13) - Deletions Report
- Program Report - Internal Equipment Audit (DCC 4-13) - Fund Source Report (08/01)
- Purchasing Flexibility Report (08/01)
- Program Development Survey/Research
- IE Website Update
- Online Programming for Research and Planning

- Diplomas Awarded, Adult High School Diploma Program (DCC 9-10) (08/02)
- Literacy Education Information System Report (08/09)
- Targeted Assistance Program (08/15)
- NCHED Tuition, Fees, and Charges (NCHED A3) (08/15)
- Focused Industrial Training (FIT) Annual Evaluation and Summary of Activities (08/16)
- College Budget Summary of Revenues and Expenses (08/19)
- NCCC Loan Program (08/25)
- Diversity Plan Updated for IE Plan (08/31)
- Technology Plan Updated for IE Plan(08/31)
- Special Provisions Plans and Reports
 - Basic Skills Plan
 - Community Service
 - Small Business Center (SBC) Annual Progress Report electronically
- Institutional Effectiveness Plan E-published on IE Website (08/31)

September

- Quarterly Certification Request (DCC 2-40) (09/02)
- Cont. Ed. Institution Class Report (DCC 7-3E) Summer (09/02)
- Curriculum Institution Class Report (DCC 7-3C) - Summer (09/02)
- Cont. Ed Registration Report - Summer (DCC 7-2) (09/05)
- Basic Skills in the Workplace (09/06)
- Program Development Survey IE Website Update
- Online Programming for Research and Planning
- IE Website Update
- IPEDS Collection of Data Opens (09/07)
- Human Resources Development Students Information Report – Summer
- Develop Non-Completer’s Survey Instrument (Research Committee) (09/13)
- Longevity Eligibility Determination (09/15)
- Curriculum Registration, Completion & Financial Aid Report - Summer (DCC 7-1) (09/16)
- Tuition & Fees Remission Report - Summer (09/16)
- Identification of Sixth Performance Funding Measure submitted to NCCCS (09/23)
- Institutional Effectiveness Committee Meeting (09/29)
- Initiate Annual Mission Statement Review (Values, Vision, Mission – Sub-Committee) (09/29)
- Budget Resolution (09/30)
- Planning units reprioritize budgeted objectives, make necessary revisions for implementation
- Action Plans implemented
- Advisory Committee meetings begin: One per program required annually with minutes submitted to IE Department. APW required for recommendations.

October

- Estimated FTE and Headcount - Fall (DCC2-41) (10/10)
- IPEDS Fall Survey Collection (10/12)
- Program Development Survey/Research
- IE Website Update
- Online Programming for Research and Planning
- External and Internal Environmental Scanning and Assessment: (10/01 – 10/31)
 - Employment Availability and Student Interest Surveys (10/01-10/31)
 - Student Opinion Survey ACT: “Faces of the Future” Evening Classes (10/17)
 - Student Opinion Survey ACT: “Faces of the Future” Day Classes 10/19)
 - Faculty and Course Evaluations (10/10 – 10/31)
- Mail Non-completers survey for Curriculum Student Progress and Success (10/18)
- Institutional Effectiveness Committee Meeting (10/19)
- Mission/Vision/Value Statements Recommendation to IE Committee (10/19)

November

- IPEDS Institutional Staff Information Report DCC 7-8 (11/01)
- NCHED New Undergraduate Transfer Students (NCHED A1.2) (11/01)
- CCPRO Board Meeting (11/02)
- IE Website Update
- Online Programming for Research and Planning
- Program Development Survey/Research
- Institutional Services Review Online (11/07 – 11/11)
- NCHED Library Survey (NCHED A6) (11/15)
- NCHED Student Financial Aid Summary (*For the twelve-month period ending June 30, 005*) (11/15)
- Institutional Effectiveness Committee Meeting (11/16)
- Curriculum Student Graduation and Retention (11/18)
- Educational Outcomes assessed (licensure/job placement, etc. of previous year)
- Educational Outcomes reviewed/updated by faculty (11/30)

December

- Performance Measure Report - Developmental Student Report - Percent Passing (12/01)
- Performance Measure Report - Developmental Student Report - Subsequent Course(s) (12/01)
- Quarterly Certification Request (DCC 2-40) (12/01)
- SACS Conference (12/01-12/07)
- IE Website Update
- Online Programming for Research and Planning

January

- IPEDS Winter Survey Collection (01/18)
- Institutional Effectiveness Committee Meeting (01/18)
 - Recommend vision, mission, and values to Administrative Council for submission to Board of Trustees for approval (01/18)
- Building Inventory (5 HEFC) (01/20) Facilities Inventory Report
- Program Development Survey/Research
- IE Website Update
- Online Programming for Research and Planning
- Room Inventory Update (5 HEFC) (01/20)
- Cont. Ed Institution Class Report - Fall (DCC 7-3E) (01/20)
- Curriculum Institution Class Report - Fall (DCC 7-3C) (01/20)
- Cont. Ed Registration Report for Fall (DCC 7-2) (01/24)
- Six-month progress reports on APW Objective accomplishment (01/31)
- Academic Library Survey (required by NCHEDS ALA and NCES)(01/31)

February

- High School Graduate Performance Report
- Performance Measures - Completer/Non-Completer Survey Report Due (02/01)
- Purchasing Flexibility Report (02/03)
- Program Development Survey
- IE Website Update
- Online Programming for Research and Planning
- Curriculum Registration, Completion & Financial Aid Report - Fall (DCC7-1) (02/07)
- Deans/Divisions preliminary planning of objectives for APW collection (02/15- 02/28)
- Institutional Effectiveness Committee Meeting (02/15)
- SWOT Analysis, Goals Reviewed for 2006-2007
- Tuition & Fee Remission Report - Fall (02/16)
- Instructional Space Utilization (5 HEFC) (02/17)
- CCPRO Conference (02/27-03/01)

March

- Quarterly Certification Request (DCC 2-40) (03/01)
- On-Campus/Out-of-County Enrollment Report (03/03)
- Program Development Survey/Research
- Estimated FTE and Headcount - Spring (DCC 2-41) (03/14)
- Institutional Effectiveness Committee Meeting (03/15)
- NCAIR Conference (03/15)
- IE Website Update
- Online Programming for Research and Planning
- Departmental Budget Requests linked to goals and objectives in APW (03/31)

April

- IPEDS Spring Survey Collection (04/12)
- Program Development Survey/Research
- IE Website Update
- Online Programming for Research and Planning
- Budget Proposals due to I.E. Officer, Business Manager, and Controller (04/14)
- Basic Skills Program Plan and Application (04/17)
- Institutional Effectiveness Committee Meeting (04/19)

May

- APW's Editing (04/14 – 04/31)
- Program Development Survey/Research
- Review of Preliminary Performance Measures Report
- Graduate/Completers Survey (05/12)
- Collection of Data for Closing the Loop Reports (05/15 – 06/30)
- Institutional Effectiveness Sub-Committee Meeting
- IE Website Update
- Online Programming for Research and Planning

June

- Tier A Annual Report (06/01)
- Quarterly Certification Request (DCC 2-40) (06/01)
- Cont. Ed. Institution Class Report (DCC 7-3E)- Spring (06/05)
- Curriculum Institution Class Report - Spring DCC 7-3C) (06/05)
- Cont. Ed Registration Report - Spring (DCC 7-2) (06/07)
- Program Development Survey/Research
- Human Resource Development Student Information Report - Spring
- Tuition & Fee Remission Report - Spring (06/14)
- Curriculum Registration, Completion & Financial Aid Report - Spring (DCC 7-1) (06/17)
- Deans report educational outcomes (Form EDO) (06/30)
- IE Website Update
- Online Programming for Research and Planning

PLANNING CYCLE REPEATS

Specific activities and dates adjusted annually as needed

*Other reports and activities may arise during the year.