

## Schedule of Events & Report Due Dates 2007 -2008

<b>JANUARY</b>	
1/17/2008	IPEDS Winter Survey Collection
1/18/2008	I.E. Committee Meeting - 3p.m. (Review mission/vision)
1/20/2008	SACS – COC Institutional Profile
1/20/2008	Building Inventory – (5 – HEFC)
1/20/2008	Cont. Ed. Institution Class Report – Fall (DCC 7-3E)
1/20/2008	Curriculum Institution Class Report – Fall (DCC 7-3C)
1/20/2008	Room Inventory Update – (5-HEFC)
1/24/2008	Cont. Ed. Registration Report – Fall (DCC 7-2)
1/26/2008	Graduates & Non-Completers Survey Analysis
1/27/2008	Business Continuity Report (Auditors)
1/28/2008	Institutional Effectiveness Plan (Auditors)
1/28/2008	CC Benefits Report
	Academic Library Survey
	Complete APW Mid-year reports
	Begin work on Employer Satisfaction Survey
	Seek Board approval for vision/mission statement
	Schedule Project Dual Enrollment meeting (letters to go out in February/March)
	Review Faculty credentials for fall semester
<b>FEBRUARY</b>	
02/01/2008	Purchasing Flexibility Report
02/02/2008	Performance Measures-Completers & Non-completers Survey Data
02/03/2008	Program Development Survey
02/04/2008	Institutional Effectiveness Website Update
02/07/2008	Curriculum Registration, Completion & Financial Aid Reports (DCC 7-1) Fall
02/15/2008	Institutional Effectiveness Committee Meeting @ 3 p.m.
02/16/2008	Tuition and Fee Remission Report – Fall
02/17/2008	Instructional Space Utilization – (5 HEFC)
	First Monday – supervisors distribute appropriate evaluative materials to persons designated as evaluators of employees within their division
	Second Monday – Evaluators return forms to the immediate supervisor of the person being evaluated
	Fourth Monday – Supervisor has conferences with each employee and sets goals for the coming year
	Dean's Retreat/Coordinate SWOT Analysis

	Employer Satisfaction Survey due
	Place Graduate Survey Online for spring semester graduates
	SWOT Analysis completed and Goals reviewed for 07-08
	Update Planning Divisions
<b>MARCH</b>	
03/01/2008	Quarterly Certification Request – (DCC 2-40)
03/03/2008	On-campus/Out of County Enrollment Report
03/14/2008	Estimated FTE and Headcount- (DCC 2-41) – Spring
03/15/2008	NCAIR Conference
03/15/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
03/17/2008	Program Development for Survey & Research
03/18/2008	Institutional Effectiveness Website Update
03/20/2008	Online Programming for Research & Planning
03/24/2008	Begin work on Departmental Budget Requests/Goals & objectives in (APW) – usually due April/May
	Begin work on IPEDS spring report due in April
	Course and Instructor evaluations as requested for spring evaluations
	Second Monday – Supervisor files final evaluation of employees
	Fourth Monday – President reviews reports and returns to Human Resources Director
	Project Dual Enrollment – Send letters to rising sophomores, juniors, and seniors
	Send mission/vision to Board this in March (agenda)
	Tally results for Dual Enrollment/HS for student recruiter commission
	Begin work on IPEDS Spring Survey

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<b>APRIL</b>	
04/12/2008	IPEDS Spring Survey Collection
04/14/2008	Budget Proposals Due To I.E. Officer, Business Manager & Controller
04/19/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
04/19/2008	Basic Skills Plan and Application – odd years
04/20/2008	Online Programming & Research Planning
04/21/2008	Program Development Research and Surveys
	Project Dual Enrollment – Schedule Student Recruiters
<b>May</b>	
05/12/06	Graduate & NON – Completers Survey
05/15/06 – 6/30/06	Collection of Data for Closing the Loop Reports

05/16/2008	Institutional Effectiveness Sub-committee Meeting
05/18/2008	Institutional Effectiveness Website Update
05/19/2008	Review of Preliminary Performance Measures Report and submit for college catalog
05/21/2008	Program Development for Survey & Research
05/22/2008	Edit (APW's)
05/25/2008	Online Programming for Research & Planning - ?
	Review Advisory Committee Meeting Minutes
<b>JUNE</b>	
06/01/2008	Quarterly Certification Request (DCC 2-40)
06/01/2008	Tier (A) Annual Report
06/05/2008	Cont. Ed. Institution Class Report (DCC 7-3E) – Spring
06/05/2008	Curriculum Institution Class Report (DCC 7-3C) – Spring
06/07/2008	Continuing Ed. Registration Report (DCC 7-2) – Spring
06/14/2008	Tuition and Fee Remission Report – Spring
06/17/2008	Curriculum Registration, Completion & Financial Aid Report (DCC 7-1) Spring
06/19/2008	Program Development Surveys and Research
06/21/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
	Human Resource Development Student Information Report – Spring
	Course/Instructor Evaluations (per request for summer)
	Deans Report Educational Outcomes Form EDO
	Institutional Effectiveness Website Update
	Complete APW year end report
	Place Graduate Survey Online for summer semester graduates
	Review faculty credentials for summer sessions

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<b>JULY</b>	
07/13/2007	Student Orientation Survey
07/18/07	Customized Industrial Training

07/18/2007	New & Expanding Industry Training Program Expenditure Report
07/ /2007	Institutional Effectiveness Committee Meeting @ 3p.m.
07/24-26//2007	IIPS Conference/ CCPRO Summer Conference
07/28/2007	College Calendar – (NCHED A-9)
07/28/2007	Small Business Center (SBC) Annual Progress Report
07/2007	Program Development Survey & Research
07/2007	Institutional Effectiveness Website Update
07/2007	Online Programming for Research and Planning
07/2007	End of Year Reports
07/2007	Data Collection for Closing the Loop
07/2007	Annual Report
07/2007	Edit Institutional Effectiveness Plan for Publication
	Membership to Advisory Committees to be presented by the President to the Board for approval at its next meeting
	Submit data for President's Annual Report – Performance Measures
<b>AUGUST</b>	
08/01/2007	Capital Improvement Data – (DCC 3-5)
08/01/07	Fixed Assets Reconciliation
08/01/2007	Program Report – Internal Equipment Audit Inventory (DCC 4-13)
08/01/2007	Program Report – Internal Equipment Audit Deletions Report (DCC 4-13)
08/01/2007	Program Report – Internal Equipment Audit Fund Source (DCC 4-13)
08/01/2007	Purchasing Flexibility Report
08/02/2007	Program Development Survey & Research
08/02/2007	Diplomas Awarded, (AHS) Diploma Program – (DCC 9-10)
08/04/2007	NCCC Loan Program Report
08/04/2007	Targeted Assistance Program
	North Carolina Community College Loan Program
08/07/2007	Literacy Education Information System Report
08/12/2007	Assist with LCC 2007
08/15/2007	Student Tuition, Fees, and Charges for Academic Year (NCHED-A3)
08/15/2007	Quarterly Certification Request (DCC 2-40)
08/16/2007	(Focused Industrial Training) Annual Evaluation & Summary of Act
08/19/2007	College Budget Summary of Revenues and Expenses
08/21/2007	Institutional Effectiveness Committee Meeting @ 3p.m.
08/31/2007	Diversity Plan Updated for Institutional Effectiveness Plan
08/31/2007	Updated Technology Plan for Institutional Effectiveness
08/31/2007	Basic Skills/Small Business Center (SBC)- Plans & Reports

08/31/2007	Institutional Effectiveness Plan (E) Published On Website
	College Budget Summary of Revenues and Expenses
	Review Faculty credentials for fall semester

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<b>SEPTEMBER</b>	
09/02/2007	Cont. ED. Institution Class Report- Summer (DCC 7-3E)
09/02/2007	Curriculum Institution Class Report – Summer (DCC 7-3C)
09/06/2007	Cont. Ed. Registration Report (DCC 7-2)
09/06/2007	Basic Skills in the Workplace
09/06/2007	Program Development Survey, I.E. Website Update
09/06/2007	Online Programming for Research & Planning
09/07/2007	Institutional Effectiveness Website Update
09/07/2007	IPEDS Collection of Data Opens
09/16/2007	Curriculum Registration, Completion & Financial Aid Report – Summer (DCC 7-1)
09/18/2007	Tuition and Fees Remission – Summer
09/23/2007	Identification of Sixth Performance Measure submitted to NCCCS
09/26/2007	College Budget Summary of Revenues and Expenses (DCC 2-1)
09/29/2007	Institutional Effectiveness Committee Meeting @ 3p.m.
09/29/2007	Initiate Annual Mission Review Statement
09/29/2007	Human Resources Development Student Information Report – Summer
09/29/2007	Planning Units Reprioritize budgeted objectives, implement necessary revisions
09/30/2007	Develop Non-completers Survey Instrument – (Research Committee)
09/30/2007	Budget Resolution
	Place Graduate Survey Online for winter semester graduates
	Program Reviews Updated – ensure completion for this cycle every 5 years
	Internal Services Review – faculty and services review surveys

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<b>OCTOBER</b>	
10/10/2007	Estimated FTE and Headcount – Fall (DCC 2-41)
10/12/2007	IPEDS Fall Survey Collection
	College Budget Summary of Revenues and Expenses (DCC 2-1)
10/14/2007	Longevity Eligibility Determination
10/17/2007	Student Opinion Survey ACT: Faces of the Future, Evening Classes
10/19/2007	Student Opinion Survey ACT: Faces of the Future, Day Classes
10/10 -21/07	Faculty and Course Evaluations
10/19/2007	Non-Completers Survey Mailing
10/19/2007	Institutional Effectiveness Committee Meeting @ 3p.m.
10/19/2007	Mission, Vision, Value Statements – Recommendation to I.E. Committee (SACS 2.4)
10/1 – 31/07	Employment Availability & Student Interest Surveys
10/1 – 31/07	Internal & External Environmental Scanning & Assessment
10/23/2007	Online Programming for Research & Planning
10/26/2007	Program Development for Planning and Research
10/28/2007	Institutional Effectiveness Website Update
	Fall Semester – SOIS to be administered in at least 2 courses for each full time instructor
	Design LCC “At A Glance”
	Place Online Graduate Survey on website/campus cruiser
	Tally results for Dual Enrollment/HS for student recruiter commission
	Faculty/course evaluations
	Mail non-completers survey for curriculum student progress and success
<b>NOVEMBER</b>	
11/01/2007	IPEDS Institutional Staff Info. Report (DCC 7-8)
11/01/2007	NCHED New Undergraduate Transfer Students (NCHED A -1.2)
11/02/2007	CCPRO Board Meeting
11/04/2007	Budget Resolution

11/04/2007	Literacy Education Information Systems Report – Summer
11/07 – 11/2007	Institutional Services Review Online
11/15/2007	NCHED Library Survey (NCHED A-6) – Odd Years
11/15/2007	NCHED Financial Aid Summary -2007 (NCHED A-10)
11/16/2007	Institutional Effectiveness Committee Meeting @ 3PM
11/18/2007	Curriculum Graduation & Retention (Student)
11/18/2007	Institutional Staff Information System
11/30/2007	Educational Outcomes Assessed (Licensure/Job Placement)
11/30/2007	Educational Outcomes Reviewed/Updated by Faculty
11/30/2007	Online Programming for Research & Planning
11/30/2007	Program Development for Planning and Research
11/30/2007	2007 Institutional Effectiveness Website Update
	Seek Administrative Council approval of vision/mission statements

## Schedule of Events & Report Due Dates

<b>DECEMBER</b>	
12/01/2007	Developmental Student Report - (Percent Passing)
12/01/2007	Developmental Student Report - (Subsequent Courses)
12/01/2007	Quarterly Certification Request (DCC 2-40)
12/08/2007	International Effectiveness Website Update
12/09 - 12/2007	SACS Conference
12/10/2007	Online Programming for Research & Planning

Add Fact Book dates  
 Work on updating website  
 BCP meeting dates  
 50<sup>th</sup> Anniversary information  
 Add Program reviews  
 New Program Surveys/Research as requested