

Schedule of Events & Report Due Dates 2008 -2009

JANUARY	
1/14/2009	IPEDS Winter Survey Collection to NCCCS
1/16/2009	Room Inventory (5 HEFC)
1/21/2009	I.E. Committee Meeting - 3p.m. (Review mission/vision)
1/ /2009	SACS – COC Institutional Profile
1/22/2009	Building Inventory (5 – HEFC)
1/22/2009	Cont. Ed. Institution Class Report – Fall (DCC 7-3E)
1/22/2009	Curriculum Institution Class Report – Fall (DCC 7-3C)
1/23/2009	Cont. Ed. Registration Report – Fall (DCC 7-2)
1/15/2009	IPEDS Winter Collection due to NCCCS
1/ 21/2009	IPEDS Winter Collection of Data Closes
1/2009	Graduates & Non-Completers Survey Analysis
1/2009	Institutional Effectiveness Plan (Auditors)
1/2009	Complete APW Mid-year reports
1/2009	Begin work on Employer Satisfaction Survey
1/2009	Seek Board approval for vision/mission statement
1/2009	Schedule Project Dual Enrollment meeting (letters to go out in February/March)
1/2009	Submit/Review Faculty credentials for spring semester
FEBRUARY	
02/02/2009	Purchasing Flexibility Report
02/06/2009	Curriculum Registration, Completion & Financial Aid Reports (DCC 7-1) Fall
2/06/2009	Employer Satisfaction Survey Results – New Report
2/06/2009	Performance Measures–Completer/Non-Completer Survey Data
02/16/2009	Tuition and Fee Remission Report – Fall
02/16/2009	Academic Library Survey
02/18/2009	Institutional Effectiveness Committee Meeting @ 3 p.m.
	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
02/2009	Dean's Retreat/Coordinate SWOT Analysis

Schedule of Events & Report Due Dates

February cont'd	
02/2009	SWOT Analysis completed and Goals reviewed for 2009-2010
02/2009	Update Planning Divisions
MARCH	
03/03/2009	Quarterly Certification Request – (DCC 2-40)
03/04/2009	On-campus/Out of County Enrollment Report
03/04/2009 – 04/15/2009	IPEDS Spring Collection of Data Opens
03/13/2009	Estimated FTE and Headcount- (DCC 2-41) – Spring
03/18/2009	Institutional Effectiveness Committee Meeting @ 3p.m.
3/25/2009	Literacy Education Information System Request – Sum and Fall
03/2009	Begin work on Departmental Budget Requests/Goals & objectives in (APW) – usually due April/May
03/2009	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
03/2009	Project Dual Enrollment – Send letters to rising sophomores, juniors, and seniors
03/2009	Send mission/vision to Board in March (agenda)
03/2009	Tally results for Dual Enrollment/HS for student recruiter spring commission
03/2009	NCAIR Conference
APRIL	
04/08/2009	IPEDS Spring Survey Collection due to NCCCS
04/15/2009	Place Graduate Survey Online for spring semester graduates
04/15/2009	Institutional Effectiveness Committee Meeting @ 3p.m.
04/15/2009	IPEDS Spring Collection of Data Closes
04/17/2009	Basic Skills Plan and Application
04/2009	Budget Proposals Due To I.E. Officer, Business Manager & Controller
04/2009	Project Dual Enrollment – Schedule Student Recruiters
May	
05/20/2009	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
05/2009	Tally Graduate survey results

Schedule of Events & Report Due Dates

May cont'd	
05/2009	Review of Preliminary Performance Measures Report and submit for college catalog (upon receipt from the NCCCS)
05/2009	Review Advisory Committee Meeting Minutes
05/2009	Submit/Review faculty credentials for summer semester
05/29/2009	Quarterly Certification Request (DCC 2-40)
JUNE	
06/02/2009	Tier (A) Annual Report
06/03/2009	Diplomas Awarded, Adult High School Diploma Program (DCC 2-40)
06/05/2009	Cont. Ed. Institution Class Report (DCC 7-3E) – Spring
06/05/2009	Curriculum Institution Class Report (DCC 7-3C) – Spring
06/09/2009	Continuing Ed. Registration Report (DCC 7-2) – Spring
06/15/2009	Tuition and Fee Remission Report – Spring
06/17/2009	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
06/19/2009	Curriculum Registration, Completion & Financial Aid Report (DCC 7-1) Spring
06/2009	Course/Instructor Evaluations (per request for summer)
06/2009	Deans Report Educational Outcomes (Form EDO)
06/2009	Complete APW year end report
06/2009	Begin review of services (Admin, Student Serv, Student Support)
JULY	
07/01/2008	Place Graduate Survey Online for summer semester
07/16/2008	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
07/10/2008	Student Orientation Survey and assist with LCC 2008
07/10/2008	Targeted Assistance Program
07/15/2008	NCCC Loan Program Report
07/21/08	Customized Industrial Training
07/21/2008	New & Expanding Industry Training Program Expenditure Report
07/21-23/2008	IIPS Conference/ CCPRO Summer Conference/CCPRO Executive Committee Board Meeting
07/22/2008	Literacy Education Information System Report
07/31/2008	Small Business Center (SBC) Annual Progress Report
07/2008	End of Year APW Reports
07/2008	Edit Institutional Effectiveness Plan for Publication
07/2008	Membership to Advisory Committees to be presented by the President to the Board for approval at its next meeting
07/2008	Submit data for President's Annual Report – Performance Measures

Schedule of Events & Report Due Dates

AUGUST	
08/01/2008	Capital Improvement Data – (DCC 3-5)
08/01/2008	Fixed Assets Reconciliation
08/01/2008	Program Report – Internal Equipment Audit Inventory (DCC 4-13)
08/01/2008	Program Report – Internal Equipment Audit Deletions Report (DCC 4-13)
08/01/2008	Program Report – Internal Equipment Audit Fund Source (DCC 4-13)
08/01/2008	Purchasing Flexibility Report
08/15/2008	(Focused Industrial Training) Annual Evaluation & Summary of Act
08/15/2008	Quarterly Certification Request (DCC 2-40)
08/20/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
08/28/2008	Multi-campus/Off-campus Expenditure by Location (New)
08/31/2008	Diversity Plan Updated for Institutional Effectiveness Plan
08/31/2008	Updated Technology Plan for Institutional Effectiveness Plan
08/31/2008	Basic Skills/Small Business Center (SBC)- Plans & Reports
08/2008	Institutional Effectiveness Plan (IE) Published On Website
08/2008	Submit/Review Faculty credentials for fall semester
SEPTEMBER	
09/05/2008	Cont. ED. Institution Class Report- Summer (DCC 7-3E)
09/05/2008	Curriculum Institution Class Report – Summer (DCC 7-3C)
09/03/2008 – 10/15/2008	IPEDS Fall Collection of Data Opens
09/05/2008	Basic Skills in the Workplace
09/08/2008	Cont. Ed. Registration Report (DCC 7-2) - Summer
09/10/2008	College Budget Summary of Revenues and Expenses (DCC 2-1)
09/11/2008	Initiate Annual Mission Review Statement
09/11/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
09/18/2008	Curriculum Registration, Completion & Financial Aid Report – Summer (DCC 7-1)
09/18/2008	Tuition and Fees Remission – Summer
09/2008	Planning Divisions Reprioritize budgeted objectives, implement necessary revisions
09/2008	Non-completers Survey Instrument
09/2008	Budget Resolution
09/2008	Institutional Effectiveness Website Update
09/2008	Program Reviews Updated – ensure completion for this cycle every 5 years
09/2008	Internal Services Review – faculty and services review surveys

Schedule of Events & Report Due Dates

September cont'd	
09/2008	Deans submit instructor/courses to be evaluated
OCTOBER	
10/01/2008	NCHED Tuition & Fee Remission Report – Summer
10/9/2008	Estimated FTE and Headcount – Fall (DCC 2-41)
10/8/2008	IPEDS Fall Survey Collection due to NCCCS
10/15/2008	IPEDS Fall Collection of Data Closes
10/10 -21/08	Faculty and Course Evaluations – fall semester – to be administered in at least 2 courses for each full time instructor – Adjunct faculty to be evaluated as well
10/17/2008	Institutional Effectiveness Committee Meeting @ 3p.m.
10/19/2008	Non-Completers Survey Mailing
10/19/2008	Mission, Vision, Value Statements – Recommendation to I.E. Committee (SACS 2.4)
10/1 – 31/08	Internal & External Environmental Scanning & Assessment
10/31/2008	Longevity Eligibility Determination
10/2008	Design LCC “At A Glance”
10/2008	Place Online Graduate Survey on website/campus cruiser
10/2008	Tally results for Dual Enrollment/HS for student recruiter fall commission
10/2008	Mail non-completers survey for curriculum student progress and success
NOVEMBER	
11/03/2008	NCHED New Undergraduate Transfer Students (NCHED A -1.2)
11/06/2008	Literacy Education Information Systems Report – Summer
11/ /2008	Institutional Services Review Online
11/14/2008	NCHED Supplement 3, Type of Instruction (NCHED A-1.1)
11/15/2008	Place Graduate Survey Online for winter semester graduates
11/17/2008	NCHED A-10 Student Financial Aid Summary (for the 12 month period ending June 30, 2008)
11/19/2008	Institutional Effectiveness Committee Meeting @ 3PM
11/20/2008	Institutional Staff Information Report (DCC 7-8)
11/26/2008	Quarterly Certification Request (DCC 2-40)
11/2008	Educational Outcomes Assessed (Licensure/Job Placement)
11/2008	Educational Outcomes Reviewed/Updated by Faculty
11/2008	Seek Administrative Council approval of vision/mission statements and then seek approval at next Board meeting

Schedule of Events & Report Due Dates

DECEMBER	
12/03/2008 – 01/21/2009	IPEDS Winter Survey Collection Opens
12/5-9/2008	SACS Conference
12/17/2008	Institutional Effectiveness Committee Meeting @ 3 PM
12/18/2008	Annual Report of Optional Fees
12/30/2008	Instructional Space Utilization – (5 HEFC)

Last update: 8/06/08