

## Schedule of Events & Report Due Dates 2009-2010

<b>JANUARY</b>	
<b>1/7/2010</b>	<b>NCHED Library Services</b>
<b>1/13/2010</b>	<b>IPEDS Winter Survey Collection to NCCCS Human Resources</b>
<b>1/15/2010</b>	<b>Instructional Space Utilization (5 HEFC)</b>
1/20/2010	I.E. Committee Meeting - 3p.m. (Review mission/vision)
<b>1/___/2010</b>	<b>SACS – COC Institutional Profile</b>
<b>1/22/2010</b>	<b>Cont. Ed. Institution Class Report – Fall (DCC 7-3E)</b>
<b>1/22/2010</b>	<b>Curriculum Institution Class Report – Fall (DCC 7-3C)</b>
<b>1/22/2010</b>	<b>Cont. Ed. Registration Report – Fall (DCC 7-2)</b>
<b>1/15/2010</b>	<b>IPEDS Winter Collection due to NCCCS</b>
<b>1/ 21/2010</b>	<b>IPEDS Winter Collection of Data Closes</b>
1/2010	Graduates & Non-Completers Survey Analysis
1/2010	Institutional Effectiveness Plan (Auditors)
1/2010	Complete APW Mid-year reports
1/2010	Begin work on Employer Satisfaction Survey
1/2010	Seek Board approval for vision/mission statement
1/2010	Schedule Project Dual Enrollment meeting (letters to go out in February/March)
1/2010	Submit/Review Faculty credentials for spring semester
<b>FEBRUARY</b>	
<b>02/02/2010</b>	<b>Purchasing Flexibility Report</b>
<b>02/05/2010</b>	<b>Curriculum Registration, Completion &amp; Financial Aid Reports (DCC 7-1) Fall</b>
<b>2/05/2010</b>	<b>Employer Satisfaction Survey Results – New Report</b>
<b>2/05/2010</b>	<b>Performance Measures–Completer/Non-Completer Survey Data</b>
<b>02/16/2010</b>	<b>Tuition and Fee Remission Report – Fall</b>
02/17/2010	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
02/2010	Dean’s Retreat/Coordinate SWOT Analysis/Plan of Action

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<b>February cont'd</b>	
02/2010	SWOT Analysis completed and Goals reviewed for 2010-2011
02/2010	Update Planning Divisions
<b>MARCH</b>	
<b>03/04/2010</b>	<b>On-campus/Out of County Enrollment Report</b>
<b>03/04/2010 – 04/15/2010</b>	<b>IPEDS Spring Collection of Data Opens</b>
<b>3/9/2010</b>	<b>Literacy Education Information System Request – Sum and Fall</b>
<b>03/12/2010</b>	<b>Estimated FTE and Headcount- (DCC 2-41) – Spring</b>
03/17/2010	Institutional Effectiveness Committee Meeting @ 3p.m.
<b>03/22/2010</b>	Basic Skills Program Plan and Application
03/2010	Begin work on Departmental Budget Requests/Goals & objectives in (APW) – usually due April/May
03/2010	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
03/2010	Project Dual Enrollment – Send letters to rising sophomores, juniors, and seniors
03/2010	Send mission/vision to Board in March (agenda)
03/2010	Tally results for Dual Enrollment/HS for student recruiter spring commission
03/2010	NCAIR Conference
<b>APRIL</b>	
<b>04/07/2010</b>	<b>IPEDS Fall Enrollment, Finance, Student Financial Aid, Graduation Rates</b>
04/15/2010	Place Graduate Survey Online for spring semester graduates
04/15/2010	Institutional Effectiveness Committee Meeting @ 3p.m.
<b>04/15/2010</b>	<b>IPEDS Spring Collection of Data Closes</b>
04/2010	Budget Proposals Due To I.E. Officer, Business Manager & Controller
04/2010	Project Dual Enrollment – Schedule Student Recruiters
<b>May</b>	
05/19/2010	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
05/2010	Tally Graduate survey results

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<b>May cont'd</b>	
05/2010	Review of Preliminary Performance Measures Report and submit for college catalog (upon receipt from the NCCCS)
05/2010	Review Advisory Committee Meeting Minutes
05/2010	Submit/Review faculty credentials for summer semester
<b>JUNE</b>	
<b>06/02/2010</b>	<b>Tier (A) Annual Report</b>
<b>06/03/2010</b>	<b>Diplomas Awarded, Adult High School Diploma Program (DCC 2-40)</b>
<b>06/04/2010</b>	<b>Cont. Ed. Institution Class Report (DCC 7-3E) – Spring</b>
<b>06/04/2010</b>	<b>Curriculum Institution Class Report (DCC 7-3C) – Spring</b>
<b>06/09/2010</b>	<b>Continuing Ed. Registration Report (DCC 7-2) – Spring</b>
<b>06/15/2010</b>	<b>Tuition and Fee Remission Report – Spring</b>
06/16/2010	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
<b>06/18/2010</b>	<b>Curriculum Registration, Completion &amp; Financial Aid Report (DCC 7-1) Spring</b>
06/2010	Course/Instructor Evaluations (per request for summer)
06/2010	Deans Report Educational Outcomes (Form EDO)
06/2010	Complete APW year end report
06/2010	Begin review of services (Admin, Student Serv, Student Support)
<b>JULY</b>	
07/01/2009	Place Graduate Survey Online for summer semester
07/9/2009	Student Orientation Survey and assist with LCC 2009
<b>07/10/2009</b>	<b>Targeted Assistance Program</b>
<b>07/14/2009</b>	<b>Literacy Education Information System Report</b>
07/15/2009	Institutional Effectiveness Committee Meeting @ 3:00 p.m.
<b>07/15/2009</b>	<b>NCCC Loan Program Report</b>
<b>07/15/09</b>	<b>Customized Training Program Annual Report</b>
07/21-23/2009	IIPS Conference/ CCPRO Summer Conference/CCPRO Executive Committee Board Meeting
<b>07/31/2009</b>	<b>Small Business Center (SBC) Annual Progress Report</b>
<b>07/31/09</b>	<b>Capital Improvement Data – (DCC 3-5)</b>
<b>07/31/2009</b>	<b>Fixed Assets Reconciliation</b>
<b>07/31/2009</b>	<b>Purchasing Flexibility Report</b>
07/2009	End of Year APW Reports
07/2009	Edit Institutional Effectiveness Plan for Publication
07/2009	Membership to Advisory Committees to be presented by the President to the Board for approval at its next meeting
07/2009	Submit data for President's Annual Report – Performance Measures

## Schedule of Events & Report Due Dates

<b>July cont'd</b>	
<b>7/31/2009</b>	<b>Program Report – Internal Equipment Audit Inventory (DCC 4-13)</b>
<b>07/31/2009</b>	<b>Program Report – Internal Equipment Audit Deletions Report (DCC 4-13)</b>
<b>07/31/2009</b>	<b>Program Report – Internal Equipment Audit Fund Source (DCC 4-13)</b>
<b>August</b>	
08/19/2009	Institutional Effectiveness Committee Meeting @ 3p.m.
<b>08/28/2009</b>	<b>Multi-campus/Off-campus Expenditure by Location (New)</b>
08/31/2009	Diversity Plan Updated for Institutional Effectiveness Plan
08/31/2009	Updated Technology Plan for Institutional Effectiveness Plan
08/31/2009	Basic Skills/Small Business Center (SBC)- Plans & Reports
08/2009	Institutional Effectiveness Plan (IE) Published On Website
08/2009	Submit/Review Faculty credentials for fall semester
<b>SEPTEMBER</b>	
<b>09/06/2009</b>	<b>Basic Skills in the Workplace</b>
<b>09/07/2009</b>	<b>Cont. ED. Institution Class Report- Summer (DCC 7-3E)</b>
<b>09/07/2009</b>	<b>Curriculum Institution Class Report – Summer (DCC 7-3C)</b>
<b>09/03/2009 – 10/15/2009</b>	<b>IPEDS Fall Collection of Data Opens</b>
<b>09/08/2009</b>	<b>Cont. Ed. Registration Report (DCC 7-2) - Summer</b>
<b>09/10/2009</b>	<b>College Budget Summary of Revenues and Expenses (DCC 2-1)</b>
09/11/2009	Initiate Annual Mission Review Statement
09/16/2009	Institutional Effectiveness Committee Meeting @ 3p.m.
<b>09/18/2009</b>	<b>Curriculum Registration, Completion &amp; Financial Aid Report – Summer (DCC 7-1)</b>
<b>09/18/2009</b>	<b>Tuition and Fees Remission – Summer</b>
09/2009	Planning Divisions Reprioritize budgeted objectives, implement necessary revisions
09/2009	Non-completers Survey Instrument
09/2009	Budget Resolution
09/2009	Institutional Effectiveness Website Update
09/2009	Program Reviews Updated – ensure completion for this cycle every 5 years
09/2009	Internal Services Review – faculty and services review surveys

## Schedule of Events & Report Due Dates

<b>September cont'd</b>	
09/2009	Deans submit instructor/courses to be evaluated
<b>OCTOBER</b>	
<b>10/05/2009</b>	<b>NCHED Tuition &amp; Fee Remission Report – Summer</b>
<b>10/9/2009</b>	<b>Estimated FTE and Headcount – Fall (DCC 2-41)</b>
<b>10/7/2009</b>	<b>IPEDS Fall Survey Collection due to NCCCS</b>
<b>10/15/2009</b>	<b>IPEDS Fall Collection of Data Closes</b>
10/10 -21/09	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
10/21/2009	Institutional Effectiveness Committee Meeting @ 3p.m.
10/19/2009	Non-Completers Survey Mailing
10/19/2009	Mission, Vision, Value Statements – Recommendation to I.E. Committee (SACS 2.4)
10/1 – 31/09	Internal & External Environmental Scanning & Assessment
<b>10/30/2009</b>	<b>Longevity Eligibility Determination</b>
10/2009	Design LCC “At A Glance”
10/2009	Place Online Graduate Survey on website/campus cruiser
10/2009	Tally results for Dual Enrollment/HS for student recruiter fall commission
10/2009	Mail non-completers survey for curriculum student progress and success
<b>NOVEMBER</b>	
<b>11/10/2009</b>	<b>Literacy Education Information Systems Report – Summer</b>
<b>11/16/2009</b>	<b>NCHED New Undergraduate Transfer Students (NCHED A -1.2)</b>
11/ /2009	Institutional Services Review Online
<b>11/16/2009</b>	<b>NCHED Supplement 3, Type of Instruction (NCHED A-1.1)</b>
11/16/2009	Place Graduate Survey Online for winter semester graduates
<b>11/16/2009</b>	<b>NCHED A-10 Student Financial Aid Summary (for the 12 month period ending June 30, 2008)</b>
11/18/2009	Institutional Effectiveness Committee Meeting @ 3PM
<b>11/20/2009</b>	<b>Institutional Staff Information Report (DCC 7-8)</b>
11/2009	Educational Outcomes Assessed (Licensure/Job Placement)
11/2009	Educational Outcomes Reviewed/Updated by Faculty
11/2009	Seek Administrative Council approval of vision/mission statements and then seek approval at next Board meeting

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<b>DECEMBER</b>	
<b>12/10/09</b>	<b>Building INVENTORY (5 HEFC)</b>
<b>12/03/2009 – 01/21/2010</b>	<b>IPEDS Winter Survey Collection Opens</b>
12/5-9/2009	SACS Conference
12/16/2009	Institutional Effectiveness Committee Meeting @ 3 PM
<b>12/18/2009</b>	<b>Annual Report of Optional Fees</b>

Last update: 8/06/08