

Schedule of Events & Report Due Dates

2011-2012

July 2011

- 1 Targeted Assistance Program
- 1 Place Graduate Survey online for summer semester
- 2 North Carolina Community College Loan Program
- 11 Student Orientation & Athletic Orientation Survey and assist with LCC 2011
- 12 Literacy Education Information System -2 Report
- 19 Customized Training Program Annual Report
- 20 IE Committee
- 28 Follow-up on completion of Goals, Objectives and APW's
- 28 Program/Service Outcomes due for 2010 - 2011

August 2011

- 1 Capital Improvement Data (DCC 3-5)
- 1 Fixed Assets Reconciliation
- 1 Program Report – Internal Equipment Audit (DCC 4-13) Annual Inventory Audit
- 1 Program Report – Internal Equipment Audit (DCC 4-13) Deletions Report
- 1 Program Report – Internal Equipment Audit (DCC 4-13) Fund Source Report
- 1 Purchasing Flexibility Report
- 1 All Service Reviews Due
- 2 Small Business Center Annual Progress Report
- 10 Professional Development Day – QEP update and SACS committee roll out
- 15 Updated Technology Plan for IE Plan
- 15 Updated Diversity Plan for IE Plan
- 15 Basic Skills Plans & Reports
- 15 Small Business Center Plans & Reports
- 17 IE Committee meeting
- 31 Multi-Campus/Off-Campus Expenditure by Location

Schedule of Events & Report Due Dates

2011-2012

August continued

- 31 IE Plan for Publication
- 31 Information for Presidents Report Due to Richy
- 31 IE plan completed and published to website
- 31 Faculty Credentials for fall semester
- 31 “Name that QEP” suggestions due???
- Prepare data for Program Reviews that are due this year

September 2011

- 1 SACS Team Chair meeting @ 3:00
- 8 Con. Ed. Registration Report – Summer (DCC 7-2)
- 8 Con. Ed. Institution Class Report – Summer (DCC 7-3E)
- 8 Curriculum Institution Class Report – Summer (DCC 7-3C)
- 13 Literacy Education Information System Report
- 15 College Budget Summary of Revenues and Expenses (DCC 2-1)
- 15 First meeting of SACS Teams should have taken place by this date
- 19 Tuition & Fee Remission Report – Summer
- 20 Curriculum Registration, Completion & Financial Aid Report – Summer (DCC 7-1)
- 21 IE Committee Meeting – Annual Review of the Mission Statement (Odd years review the goals and objectives)
- 26-27 CCPRO Conference
 - Meet with individual programs to review their outcomes for the upcoming year
 - Planning divisions Reprioritize budgeted objectives, implement necessary revisions
 - Review Non-completers Survey in preparation for October mailing
 - Begin collection of IPEDS Data that is due in October
 - SPOL roll out – Program/Service Outcomes
 - Deans to submit names and courses to be evaluated

Schedule of Events & Report Due Dates

2011-2012

September continued

Prepare Internal Services Review Survey

IE Website update

Distribute Program Review Data and answer any questions that may arise

Prepare for the IE program Audit

October 2011

3 Estimated FTE and Headcount – Fall (DCC 2-41)

5 NCHED Tuition, Fees, and Charges (NCHED A#3)

13 IPEDS: Institutional Characteristics

13 IPEDS: Completions

13 IPEDS 12 Month Enrollment

15 Non-Completers Survey Mailing

19 IE Committee Meeting

31 Longevity Eligibility Determination

Faculty Course Evaluations to be administered

Internal & External Environmental Scanning & Assessment

Design LCC “At a Glance”

Prepare Graduate Survey for roll out in November

Tally results of Dual Enrollment for student recruiter fall commission

November 2011

8 Literacy Education Information System Report

16 NCHED A-10 Student Financial Aid Summary (For the twelve-month period ending June 30, 2010)

16 NCHED New Undergraduate Transfer Students (NCHED A-1.2)

16 NCHED Supplement 3, Type of Instruction (NCHED A-1.1)

16 IE Committee Meeting

Schedule of Events & Report Due Dates

2011-2012

November continued

- 22 Institutional Staff Information Report (DCC 7-8)
- Place Graduate Survey on Website for December graduates
- Place Internal Services Review Online
- Seek Administrative Council approval for Goals and Objectives/Mission
- Prepare for Program Audit

December 2011

- 3-6 SACS Annual Meeting
- 5 Building Inventory (5 HEFC)
- 5 Room Inventory Update (5 HEFC)
- 14 IE Committee meeting
- 14 Program Reviews Due
- 19 Annual Report of Optional Fees
- Begin Collecting data for January IPEDS reporting

January 2012

- 17 Instructional Space Utilization (5 HEFC)
- 24 Con. Ed. Registration Report – Fall (DCC 7-2)
- 24 Con. Ed. Institution Class Report – Fall (DCC 7-3E)
- 24 Curriculum Institution Class Report – Fall (DCC 7-3C)
- 18 IE Committee meeting
- 25 Faculty Credentials –spring semester
- 30 SACS Compliance Orientation - Atlanta
- 31 IPEDS: Human Resources
- 31 IPEDS: Student Financial Aid
- 31 Complete APW Mid-year Reports

Schedule of Events & Report Due Dates

2011-2012

January continued

Begin work on Employer Satisfaction Survey

Begin to gather information on Transfer students – specifically, those who did not transfer to a UNC system school

Seek Board approval for Goals and Objectives/Mission

February 2012

1 Purchasing Flexibility Report

6 Performance Measures – Completer/Non-Completer Survey Data

7 Curriculum Registration, Completion & Financial Aid Report – Fall (DCC 7-1)

15 IE Committee meeting

16 NCES Academic Library Survey (Federal)

16 Tuition & Fee Remission Report – Fall

Prepare for Administrative Retreat/Coordinate SWOT Analysis

Update Planning Divisions

March 2012

5 On-Campus/Out-of-County Enrollment Report

13 Literacy Education Info. System Report

14 IE Committee meeting

25 Estimated FTE and Headcount – Spring (DCC 2-41)

Begin collecting data for IPEDS Report

Deans to submit names and courses to be evaluated

Begin to work on Departmental Budget requests/Goals & objectives in APW

Tally results for Dual Enrollment/HS student recruiter spring commission

NCAIR Conference

Schedule of Events & Report Due Dates

2011-2012

April 2012

- 6 IPEDS: Fall Enrollment
- 6 IPEDS: Finance
- 6 IPEDS: Graduation Rates
- 6 IPEDS: Graduation Rates 200
- 18 IE Committee meeting
- Instructor and course evaluations
- Place Graduate Survey online for May graduates
- Budget proposals due to IE officer, Business Manager & Controller
- Project Dual Enrollment – Schedule Student Recruiters

May 2012

- 10 Graduation
- 16 IE Committee meeting
- 31 APW's due
- 31 Faculty Credentials for summer semester
- Tally Graduate Survey Results
- Review Preliminary Performance Measures Report and Submit for college catalog (upon receipt from NCCCS)
- Deans to submit names and courses to be evaluated

June 2012

- 3 Diplomas Awarded, Adult High School Diploma Program (DCC 9-10)
- 7 Con. Ed. Registration Report – Spring (DCC 7-2)
- 7 Con. Ed. Institution Class Report – Spring (DCC 7-3E)
- 7 Curriculum Institution Class Report – Spring (DCC 7-3C)
- 15 Tuition & Fee Remission Report – Spring
- 15 APW Year End Reports due

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2011-2012

- 20 Curriculum Registration, Completion & Financial Aid Report – Spring (DCC 7-1)
- 20 IE Committee meeting
- Instructor and Course Evaluations as requested by Deans

Daily or Monthly Reporting

Daily by 10 a.m. – Certification State Deposit (10-4)

5th working day of month – General Expense Check Register & Summary (DCC 2-10)

5th working day of month – Personnel Service Check Register & Summary (DCC 2-11)

5th working day of month – Current Expense & Capital Outlay Summary (DCC 2-12)

5th working day of month – Summary of Expenses for Federal Matching – Schedule A (DCC 2-7)

5th working day of month – Voucher Register – Special Projects (DCC 2-32)

5th working day of month – Request for Reimbursement – Special Projects (DCC 2-33)

5th working day of month – College Fire Fighting Certification Report (NCFC)

15th day of each month – Monthly Transaction Report (Fixed Assets)