

2017-2018 FKCC Institutional Effectiveness Planning, Budgeting, Assessment, and Reporting Calendar

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Unit Planning												
Unit Managers		Aug 31 Submit unit objects			Nov - Dec Unit objectives reviewed by IE Committee		Jan 31 Mid-year update due		Apr 15 Additional Budget Requests to VP Finance			Jun 15 End of year update due
Deans & Directors			Sept 30 Approve unit objectives		Nov - Dec Unit objectives reviewed by IE Committee				Budget Planning			
VPs				Oct 15 Approve unit objectives	Nov - Dec Unit objectives reviewed by IE Committee				Budget Planning			

Program Review												
Lead Faculty, Deans, VPs		Aug 30 Program Review data sent	Sept 30 Program Reviews due to OIE	Oct – Nov Program Reviews go to Curriculum Committee		Dec – Jan Program Reviews receive final approvals						

Course Evaluation												
Faculty & Staff	July 18 Semester C Evaluations launched online		Sept 20 – Oct 20 Semester A Evaluations administered		Nov 11 – Dec 1 Semester B & C evaluations for traditional courses administered Nov 13 – Dec 8 Evaluations available online for virtual courses		Feb 5 – Feb 15 Semester A Evaluations administered		Apr 9 – Apr 23 Semester B & C Evaluations for traditional courses administered Apr 9 – May 1 Evaluations available online for virtual courses			Jun 4 – Jun 15 Semester A Evaluations administered

Gen Ed Assessment												
Gen Ed Professors (Adjunct & FT)			Faculty receive fall assignments & survey link			Dec 13 Assessments due to OIE		Faculty receive spring assignments & survey link			May 4 Assessments due to OIE	

Office of Institutional Effectiveness (OIE) Reporting & Survey Activities												
OIE	Gen Ed Assessment results compiled	Graduate Survey results compiled	Student & Employee Climate surveys launched	Graduating Student Survey launched Annual Fact Book available from IR		Strategic Plan Assessment complete						

OIE Request Schedule

Surveys: 1 month before intended distribution

New Programs: Must meet with OIE by **Oct 1** for programs with intended August start, by **May 1** for programs with intended January start