

2018-2019 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 IEC		Jan 31 Mid-year update due					Jun 15 End of year update due
Deans & Directors			Sept 30 Approve unit objectives		Nov - Dec Unit objectives reviewed by IEC				Budget Planning			
VPs				Oct 15 Approve unit objectives	Nov - Dec Unit objectives reviewed by IEC				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	Jul 16 - Aug 02 Semester B&C (including virtual)		Sept 20 - Oct 05 Semester A (including virtual)		Nov 05 - Nov 30 Semester B & C (including virtual)			Feb 6 - Feb 22 Semester A (including virtual)		Apr 8 - Apr 23 Semester B & C (including virtual)		Jun 3 - Jun 18 Semester A (including virtual)
Gen Ed Assessment												
Gen Ed Professors (PT & FT)			Aug 31 Faculty receive fall assignments			Dec 14 Assessments due to OIE		Jan 31 Faculty receive spring assignments				May 3 Assessments due to OIE
Office of Institutional Effectiveness (OIE) Reporting & Survey Activities												
OIE	Gen Ed Assessment results compiled	Graduate Survey results compiled	Stud & EE Climate Surveys SENSE	Graduating Student Survey launched Annual Fact Book available from IR		Strategic Plan Assessment complete for prior year				Feb - Mar CCSSE		

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