

**Southeastern Illinois College
Institutional Effectiveness Calendar**

Initiative	January	February	March	April	May	June	July	August	September	October	November	December
Budget	Authorization by BoT to initiate budget development, Appoint BoT budget committee	Distribute budget e-request information	Engage planning initiatives, assessment results, and other feedback to e-prepare budgets	Hold Budget Hearings	Complete Budget Hearings	Prepare budget	Prepare budget	Present tentative budget to BoT	Present final budget to Board of Trustees Public hearing			
<i>Budget Misc.</i>		Tuition recommendation to BoT					Budget closeouts	Finalize closeout, begin new audit	Present audit to BoT	Present tax levy to BoT	Certificate of tax levy	Accept annual audit, Certificate of tax levy, Scroll published with fiscal update
Strategic Planning	Committee provides feedback on new operational initiatives	Begin process of implementation as applicable through and into next year							Prepare Operational Plan updates for prior year	Present Operational Plan updates from prior year to committee	Present new operational initiatives to committee for review	
	Strategic initiative chairs update new initiatives								Cabinet Retreat	Strategic initiative chairs update operational initiatives		
<i>SP Misc.</i>					Scroll published with planning updates by area							
Assessment		Committee meets to review process and engage planning and budget input as applicable		Committee meets for end of year review				Prepare assessment plans for current year	Submit assessment plans for current year	Committee submits reviews of new plans Submit results from previous year	Committee reviews results from previous year as necessary	
<i>Program Review</i>		Program review hearings held	Hearings cont'd			Program review cycle begins			Program review distributed to subcommittees		Program Review completed	

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<i>Performance Evaluations</i>		Evaluations of tenure and tenure-track	Reassessing evaluations including		Spring class evals distributed							Fall class evals distributed
Benchmarks	IPEDS Fall Data Book Released, Previous year benchmark review begins	Update Outcome and performance measures benchmarks	Present updated benchmarks to Strategic Planning Committee		Update SRTK-tuition & fees benchmark	Update SRTK-Student Satisfaction		Annual Enrollment Update	Update recruitment benchmarks, update financial	Share updated benchmarks with Cabinet	Prepare new benchmarks or incorporate new measures from cabinet	