

# Institutional Effectiveness Planning Cycle 2023-2025

Project	January	February	March	April	May	June	July	August	September	October	November	December
<b>Budget</b>	Authorization by BOT to initiate budget development	Distribute budget e-request to IE departments	Engage planning initiatives, assessment results, and other feedback to prepare budgets	Hold budget hearings with IE departments	Complete budget and submit to business office		<b>New Budget Fiscal Year Begins</b>	Fiscal year in progress	Fiscal year in progress	Fiscal year in progress	Fiscal year in progress	Fiscal year in progress
<b>Strategic Plan</b>	Committee Meeting	Begin operational planning meetings, host operational planning meetings around campus if needed. Align budget with planning.	Operational Planning Due March 31	Steering committee meeting to review operational plans; provide feedback to campus departments if needed. <i>Previous year operational plan intended results/updates DUE</i>	Operational plans posted to IntranSIC; Strategic Planning Committee sends out end of year summary campus wide.	Engage regular planning as needed		<b>New Operation Planning Year Begins.</b> Committee Meeting	Steering Committee meeting if needed	Committee Meeting	Engage regular planning as needed	
<b>Information Technology</b>	Assist new students and faculty with logins. Assist Business Office with tax forms. Prepare for spring semester. ICCB Fall funding claim.	ICCB Spring Enrollment Survey	Spring Break IT Projects- Software updates if needed	IT project and budget planning. HLC Annual Update.	Assist with end of semester processing. Finalize IT budget and project plans for next FY.	ICCB Spring Funding Claim.	Prepare labs for Fall semester. ICCB A1 processing.	Fall begin semester processes. Assist new students and faculty with logins. ICCB Summer funding claim.	ICCB E1 processing.	ICCB C1 processing.	ICCB A1 processing.	Assist with end of semester processing. Jenzabar Upgrades
<b>Institutional Research/Tableau/Data Management</b>	Provide dashboard refresh with fall data	Assist with Program Review	Assist with Program Review	Begin monitoring fall enrollment reports/comparisons. Assist with Program Review	Fall enrollment comparisons	Fall enrollment comparisons	Provide dashboard refresh with spring data. Fall enrollment comparisons.	Fall enrollment deep dive, collaborate with strategic enrollment management plan. Fall enrollment survey due.			Update KPIs and Benchmarks	Begin monitoring spring enrollment comparison reports
<b>Website</b>	Scholarship application, accurate 1098-T info on website.	Annual content updates for pages. Send out campus email.	Content updates due, pages built and updated. Summer and fall class schedule added to website.	Check for tuition updates. Financial aid page updates for upcoming fall to summer term attendance.	Update schedules from spring to summer and fall (GED, Community Ed, Productions, Orientations). Update catalog on website.		Update Content Areas: COA, NetPrice, Compare Tuition Rates	Change academic calendar to next Academic year.	Student activity pages updated and new images added. Spring class schedule added to website. Update schedules to spring.	Annual content updates for About SIC, Accountability, pages. Send out campus email.		
<b>Program Review</b>		Program Review hearings at Curriculum Committee	Program Review hearings at Curriculum Committee	Program Review hearings at Curriculum Committee	Program Review hearings at Curriculum Committee	<b>New Program Review cycle begins</b>	Begin data collection for new cycle	Data collection for new cycle	Data completed forms to faculty	Previous year Program Review Due to ICCB		
<b>Surveys</b>			Perform check on student satisfaction survey and update if needed.	Launch student satisfaction survey. Launch Grad Follow-up Survey	Compile results of both student satisfaction and follow-up survey to give to Student Services							
<b>Legislative Affairs</b>	ICCP Legislative Calls weekly.	ICCTA Meeting Washington, D.C.	ICCP Legislative Calls weekly.	ICCP Legislative Calls weekly.	ICCP Legislative Calls weekly.	ICCTA Legislative Update provided.			ICCP legislative calls resume.	ICCTA Fall Meeting	Veto Session	

Institutional Effectiveness Master Calendar 2023-2025

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Federal Compliance      Coming Soon