

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar July 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 28	29	30	July 1	2	3	4
			- Secondary Employment requests due to HRO - Last year (2008) Assessment action Plans due		- Financial Profiles and Indicators, SACS due to IEA (estimated date) - New 2009 Assessment Plans due	
5	6	7	8	9	10	11
	Review of Critical Success Factor Performance for 2008					
12	13	14	15	16	17	18
	EOY reports for Strategic Plan due to IEA		FTCC Handbook and Manual changes due to IEA (before printing)		- Financial Profiles and Indicators, SACS Survey due to SACS (estimated date) - Strategic Plan draft due	
19	20	21	22	23	24	25
				Board Orientation Manual due to President (tentative date) Planning Council meeting for Strategic Plan	Peterson's Annual Tuition Update due to IEA	
26	27	28	29	30	31	August 1
	Begin Job Placement Survey			Planning Council (re-check of Strategic Plan draft)	- Handbooks and Manuals printed (tentative date) - Update Board of Trustee Orientation Manual - Implement 2009 Assessment Plans and Strategic Plan	

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
July 26	27	28	29	30	31	August 1
2	3	4	5	6	7	8
	Begin collection of Manuals and Handbooks for Board review				- Peterson's Annual Tuition Update due to Peterson's - Strategic Plan draft to Printshop	
9	10	11	12	13	14	15
	College Board Survey (tentative date)			Board Handbooks and Manuals completed and delivered to Board Room		
16	17	18	19	20	21	22
	Strategic Plan to Board of Trustees (for info)					
23	24	25	26	27	28	29
30	31					

FTCC Institutional Effectiveness and Assessment Planning Cycle September 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 30	31	September 1	2	3	4	5
		Annual Program Reviews begin	Fall 2008 IPEDS data screens open (tentative date)	Job Placement report spreadsheet to Deans (calling tree)		
6	7	8	9	10	11	12
				Deans return Job Placement spreadsheet to IEA		
13	14	15	16	17	18	19
			NCHED A-3 Student Tuition, Fees, & Charges due to IEA (tentative date)	Begin tabulation on Job Placement report		
20	21	22	23	24	25	26
	Final Strategic Plan to Board of Trustees		Fall 2008 IPEDS due to IEA Office (tentative date)		Annual Program review due to IEA	
27	28	29	30	October 1	2	3
	Campus Crime Survey due to IEA (tentative date)					

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar October 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
September 27	28	29	30	October 1	2	3
				Campus Crime Survey Due to VP of Admin. Services		
4	5	6	7	8	9	10
	Send out Employer Survey	Draft Job Placement report to Executive Council	- Fall 2009 IPEDS due to NCCCS (tentative date)		Tabulation of Job Placement Report	
11	12	13	14	15	16	17
		- Campus Crime Survey due to Department of Education (tentative date)		Begin IE. Plan Start collecting reports from CBI & CE that were printed for End of Year for the I.E.P.	- NCHED A-1.2 New Undergraduate Transfer Students due to IEA (tentative date) - Begin collection of Licensure Info for 2010	
18	19	20	21	22	23	24
	Begin of 16-week Instructor/Course Evaluations					
25	26	27	28	29	30	31
	Sent out Non-Returning Students Survey		Planning Assumption Due to I.E.A. from Planning Units		- NCHED A-1.2 New Undergraduate Transfer Students due to UNC (tentative date) -Finalize Job Placement Report & send as draft to Executive Council	

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar November 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 1	2	3	4	5	6	7
	- NCHED A-10 Student Financial Aid Summary due to IEA (tentative date) - NCHED A-1.1 Supplement 3 due to IEA (tentative date)	- FTCC Fact Book data collection begins			Review Mission, Purpose, Planning Assumptions, Institutional Goals and Core Competencies	
8	9	10	11	12	13	14
				Planning Council Meeting (Have a ROUGH draft of Planning Guide for council review)		
15	16	17	18	19	20	21
	- NCHED A-10 Student Financial Aid Summary due to UNC (tentative date) - NCHED A-1.1 Supplement 3 due to UNC (tentative date) Present Job Placement Report to BOT		I.E. Plan ROUGH Draft due to Executive Council			
22	23	24	25	26	27	28
	2 nd 8-week Instructor Course Evaluations begin	16-week Instructor Course Evaluations begin	Sent out 2 nd mailing for Non-Returning Students Survey			
29	30	December 1	2	3	4	5
		Annual Program reviews to be completed by Program Chairs				

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar December 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
November 29	30	December 1	2	3	4	5
			- Winter 2009 IPEDS data screens open today (tentative date)		- College Board Survey data due to IEA (tentative date)	
6	7	8	9	10	11	12
			- SACS Institutional Profile for General Information and Enrollment Information due to IEA (tentative date)	I.E. Plan Released to Executive Council		
13	14	15	16	17	18	19
	Drafts of updated Mission, Purpose, Planning Assumptions, Institutional Goals & Core Competencies due to Executive Council		- Winter 2009 IPEDS due to IEA (tentative date)		- College Board Survey due to College Board (tentative date)	
20	21	22	23	24	25	26
27	28	29	30	31	January 1	2

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
December 27	28	29	30	31	January 1	2
3	4	5	6	7	8	9
		Employer Survey Analysis Due			Annual Program Reviews due to AVP of Curriculum Programs & I.E.P.	
Academic Units and Educational Support Units examine assessment findings from Fall Semester						
10	11	12	13	14	15	16
	Make sure Mission, Purpose, Planning Assumptions, Institutional Goals & Core Competencies are ready to go to the board next Monday.		- Winter 2009 IPEDS due to NCCCS (tentative date)		- SACS Institutional Profile for General Information and Enrollment Information due to College Board (tentative date)	
17	18	19	20	21	22	23
	Mission, Purpose, Planning Assumptions, Institutional Goals & Core Competencies to Board (info only)	Non-Returning Students Survey Analysis due				
24	25	26	27	28	29	30
31						

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar February 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 31	February 1	2	3	4	5	6
7	8	9	10	11	12	13
			- Academic Library Survey due to IEA (biennial, tentative date)		- FTCC Fact Book data collection finalized - Completer/Non-Completer & Employer Survey data due to NCCCS (tentative date)	
14	15	16	17	18	19	20
	BOT approval of Mission, Purpose, Assumptions, Goals & Competencies 1 st 8-week Instructor Course Evaluations begin		Get all blank forms for Planning ready to send out to the Units. S.P., Critical Needs, Critical Success Factors, E.O.Y. Report	Make any changes needed to Planning Guide & send to print shop for duplication	- Licensure Passing Rate/ Critical Success Factors data due to IEA (tentative date) -Key Licensure Passing Rates due to Executive Council	
21	22	23	24	25	26	27
			- Academic Library Survey due to NCES (biennial, tentative date) SACS Compliance Report due to Executive Council	Receive P.G. From Print Shop. Start distribution process to Planning Units		
28	March 1	2	3	4	5	6
	Planning Unit Retreats (all month long) First section of S.P. due April 7th				SACS Compliance Report to SACS-COC (tentative date)	

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar March 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
February 28	March 1	2	3	4	5	6
			- Spring 2010 IPEDS data screens open today (tentative date)		- Licensure Passing Rate/ Critical Success Factors due to NCCCS (tentative date)	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
			Send reminder that first Section of S.P. are due on April 7th			
21	22	23	24	25	26	27
	Support Services Survey begins		- Spring 2010 IPEDS due to IEA (tentative date)			
28	29	30	31	April 1	2	3
			- FTCC Fact Book published			

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar April 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
March 28	29	30	31	April 1	2	3
4	5	6	7	8	9	10
	Current Student Survey begins		- Spring 2010 IPEDS due to NCCCS (tentative date) First Section of S.P. due to I.E.A.			
11	12	13	14	15	16	17
	16-week Instructor Course Evaluations begin Associate Degree Nursing Evaluations begin					
18	19	20	21	22	23	24
	2 nd 8-week Instructor Course Evaluations begin					
25	26	27	28	29	30	May 1

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 25	26	27	28	29	30	May 1
2	3	4	5	6	7	8
	Graduate Survey (Tentative)					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
		- Peterson's Undergraduate Survey due to IEA (tentative date)				
30	31					

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 30	31	June 1	2	3	4	5
		June Assessment Month (JAMMIN' in June) begins for all academic and support units				
6	7	8	9	10	11	12
		- Peterson's Undergraduate Survey due to Peterson's (tentative date)				
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	July 1	2	3
			End-of-cycle Assessment Reports due for 2009-10 Beginning-of-cycle Assessment Reports due for 2010-11			

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar July 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
June 27	28	29	30	July 1	2	3
4	5	6	7	8	9	10
	- SACS Financial Profiles and Indicators due to IEA (estimated date) Strategic Plan Decision Packages due to the V.P. of Business & Finance			Finalize update of official manuals for annual approval		
11	12	13	14	15	16	17
		All E.O.Y. Reports due to I.E.A.	FTCC Handbook and Manual changes due to IEA (before printing)		- SACS Financial Profiles and Indicators due to SACS (estimated date)	
18	19	20	21	22	23	24
	First draft of S.P. update due to Planning Council		First draft of S.P. to Executive Council		Review NCCCS Critical Success Factor Report	
25	26	27	28	29	30	31
	Send out Job Placement Survey		S.P. Changes from Executive Council due to I.E.A.		- Handbook and Manual updates completed (on CD for BOT)	

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 1	2	3	4	5	6	7
		Final Draft of S.P. to President for approval to give to B.O.T.			- Peterson's Annual Tuition Update due to Peterson's (estimated date)	
Verifying that assessment measures for 2010-2011 are in ready to be implemented.						
8	9	10	11	12	13	14
				- Board Handbooks and Manuals CDs completed and delivered to Board Room		
Verifying that assessment measures for 2010-2011 are in ready to be implemented.						
15	16	17	18	19	20	21
	Strategic Plan due to B.O.T. (info only)				Invitation Letters to Fall Advisory Committee Kick off Dinner to go out.	
22	23	24	25	26	27	28
29	30	31	September 1	2	3	4

FTCC Institutional Effectiveness and Assessment (IEA) Planning Calendar September 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
August 29	30	31	September 1	2	3	4
			Fall 2010 IPEDS data screens open (tentative date)			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
			- NCHED A-3 Student Tuition, Fees, & Charges due to IEA (tentative date)			
19	20	21	22	23	24	25
	Strategic Plan approved by B.O.T.	I.E.A. makes any changes to S.P. and sends doc. to print shop	- Fall 2010 IPEDS due to IEA Office (tentative date) Turn S.P. into PDF and post to R2W		Post S.P. to IEA website	
26	27	28	29	30	October 1	2
	- Campus Crime Survey due to IEA (tentative date)	Distribution of S.P. across campus	- NCHED A-3 Student Tuition, Fees, & Charges due to UNC (tentative date)	Campus Crime & Security Survey Released		