# Institutional Effectiveness Calendar

**Fiscal Year Begins**

**June**
- Input General Ed. and Technical Education Data

**July**
- Administer Alumni Survey
- Conduct Unit Plan Assessment
- Complete Annual Assessment Reports

**August**
- Develop Unit Plan Assessment Handbook
- Review Alumni Survey Results
- Assign QEP Advisor/Advisee
- Develop New Unit Plans & Review Mission Statement
- Incorporate Strategic Plan Updates
- Assign courses for rubric assignments (Fall Freshman level courses)

**May**
- Collect Technical and General Education Rubric Data

**April**
- Complete Faculty and Course Evaluations
- Advisor/Advisee Survey
- Division Coordinators discuss Rubrics and Survey Data
- Administer ETS Test (given the week before Spring Break)

**September**
- Conduct Advisory Board Meetings
- Administer Institutional Assessment Survey
- Implement and Monitor Unit Plans

**October**
- Conduct Advisory Board Meetings
- Meet with Academic Lead Faculty to discuss PIP, Rubric, & Survey Results

**November**
- Conduct Advisory Board Meetings
- Compile Rubric Data Collection
- Conduct Faculty and Course Evaluation Surveys
- Compile Rubric Survey Results

**On-going**
**Implementation of Planning & Assessment Activities, Feedback of Results and Use of Results for Improvement**