

## OCTOBER

- Begin IE Plan update
- Distribute Strategic Plan to all Planning units
- Campus Crime and Security Survey due to Department of Education
- Begin collection and analysis of Licensure results
- Planning Units submit Planning Assumptions for upcoming year
- Fall Semester Course Evaluations released
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## NOVEMBER

- Review Mission Purpose, Planning Assumptions, Institutional Goals, and Core Competencies
- Prepare draft of Revision to each of above Documents
- Employer Survey mailed
- Non-Returning Student Survey mailed
- IE Plan to Executive Council for approval
- 2<sup>nd</sup> working Advisory Committee Meeting before Program Review
- Planning Council Meeting
- Planning Council approves & forwards all drafts and modifications to the Executive Council for consideration

## DECEMBER

- Annual Program Reviews are finalized in the Academic Planning Units
- IEA Office prepares draft update of the Mission, Purpose, Planning Assumptions, Institutional Goals and Core Competencies
- Fall Semester Course Evaluations are analyzed
- IE Plan released and posted Report-to-Web

## SEPTEMBER

- Final Strategic Plan submitted to Board for approval
- Academic Planning Units begin annual Program Reviews (APRs)
- Curriculum Maps due with APRs
- Strategic Plan to Printshop
- Post Strategic Plan to Office of IEA's website and Report-to-Web
- Advisory Committee Kick-off Dinner meeting
- Chairs/Coordinators schedule 2<sup>nd</sup> Advisory Committee Meeting
- Campus Crime and Security Survey released to Planning Units

# Fayetteville Technical Community College

## JANUARY

- Executive Council forwards Mission, Purpose, Planning Assumptions, Institutional Goals and Core Competencies to the Board of Trustees (for info only)
- Non-Returning Student Survey Analysis due
- Employer Survey Analysis due
- Annual Program Reviews due to AVP

## AUGUST

- Strategic Plan to Board of Trustees (for info only)
- Implement Instructional Unit Assessment Plan activities for upcoming academic year (using Weave online)
- Finalize updates of Handbooks, Manuals, and Procedures and post via Report-to-Web
- Committee members are invited to Kick-off meeting/Dinner

## Institutional Effectiveness & Assessment

### Planning Cycle Chart

## FEBRUARY

- Board of Trustees approves the Mission, Purpose, Planning Assumptions, Institutional Goals and Core Competencies
- Release of updated Planning Guide and Report-to-Web
- Key Licensure Passing Rates to Executive Council
- Student Completer/Non-completer/Employer report due to NCCCS
- Updated Fact book published and Report-to-Web
- Curriculum Committee Meeting (early in February)

## JULY

- First draft of Strategic Plan submitted to Planning Council for review
- Implement Support Unit assessment plan activities for upcoming fiscal year
- Review of NCCCS Critical Success Performance Factors and planning for improvement
- Programs recommend newly recruited Advisory Committee members to the President

## MARCH

- Planning Unit retreats for Strategic Plan Activities
- Petersons Survey of Undergraduates Analysis due
- Planning Units begin to collect/analyze Assessment Plan data using Weave online
- Spring Semester Course Evaluations released

## JUNE

- Strategic Plan critical needs listing for the Assessment Planning due
- End-of-Year report for Strategic Plan due
- Graduate Survey analysis due
- Support Services Survey analysis due
- Assessment Results and Action Plans due for current cycle using Weave online
- Planning Units prepare and submit their next cycle Assessment plans using Weave online

## MAY

- Identify college-wide care competency for upcoming assessment cycle
- End data collection process for assessment plans in current cycle
- Strategic Plan decision packages are due to VP's, including Budget info
- Begin Update of Manuals, Handbooks, and Procedures
- Current Student Survey Analysis due
- Support Services Survey begins
- Spring Semester Course Evaluations analyzed
- 3<sup>rd</sup> and final Advisory Committee meeting (Feedback to members – may be virtual)
- Chairs/Coordinators begin recruitment of new Program Advisory Committee members

## APRIL

- Current student Survey begins
- Graduate Survey begins
- Spring Semester Course Evaluations due
- First Section of Strategic Plan (projected goals & activities due)
- Planning Units continue to collect/analyze Assessment Plan data using Weave online