

# SOMERSET COMMUNITY COLLEGE INSTITUTIONAL EFFECTIVENESS CALENDAR 2007-2008

JULY 2007	AUGUST 2007	SEPTEMBER 2007	OCTOBER 2007
<p><b>2 TEDS</b> 05-06 Student and Employer Survey Lock</p> <p><b>16 SCC</b> Begin assessment of 2006-07 Planning Initiatives.</p> <p><b>31 TEDS</b> request program sections to roll over for 2007-2008.</p> <p><b>31 SCC</b> 2006-07 Planning Initiatives assessment completed and posted to web site.</p> <p><b>31 SACS</b> QEP Topic approved.</p>	<p><b>1 TEDS</b> Begin Retention Follow Up Survey</p> <p><b>2 IPEDS</b> IDs and passwords distributed</p> <p><b>2 IPEDS</b> registration opens</p> <p><b>20 SCC</b> Close Fall 2007 Entering Student Survey</p> <p><b>20 SCC</b> Open Spring 2008 Entering Student Survey</p> <p><b>30 IPEDS</b> Registration deadline.</p> <p><b>31 SCC</b> Publish Final Assessment of 2006-07 Annual Plan.</p>	<p><b>4 SCC</b> CAP Team Program Assessment begins</p> <p><b>4 SCC</b> Begin KCTCS Allied Health and Transfer Survey</p> <p><b>6 IPEDS</b> Fall Collection opens.</p> <p><b>14 TEDS</b> Input Fall 2007 SEEK students</p>	<p><b>SCC</b> Program Reviews completed this month.</p> <p><b>1 TEDS</b> 06-07 Enrollment, Termination, and Special Pops Data Lock TEDS</p> <p><b>1 TEDS</b> Print Home School Report for SEEK</p> <p><b>1 SCC</b> Open Fall 2007 Student Satisfaction Survey</p> <p><b>5 SCC</b> CAP Team Program Assessment Reports due</p> <p><b>8 SCC</b> Open Fall 2007 Campus Climate Survey</p> <p><b>15 SCC</b> Unit Planners begin Midstream Review of 2007-08 Annual Plan.</p> <p><b>15 SCC</b> Close Fall 2007 Student Satisfaction Survey</p> <p><b>18 IPEDS</b> Fall Collection closes.</p> <p><b>26 SCC</b> Close Fall 2007 Campus Climate Survey</p> <p><b>31 SCC</b> Midstream Review of 2007-08 Annual Plan completed.</p>
<b>JUNE 2008</b>	<b>KEY DATES</b>		<b>NOVEMBER 2007</b>
<p><b>30 SCC</b> Unit Planners complete 2007-08 Annual Plan Year-End Review.</p> <p><b>30 SACS</b> Complete QEP for distribution to SACS onsite review team.</p>	<p><b>PLANNING:</b> <b>October – 2007-08 Mid- Year Review</b></p> <p><b>November 15 - 16 – Fall Planning Retreat</b></p> <p><b>November and December – Unit Planners write 2008-09 unit plans.</b></p> <p><b>January – T.I.E. reviews 2008-09 unit plans</b></p> <p><b>May and June – Unit Planners write 2007-08 Annual Plan Year-End Review</b></p> <p><b>July 1, 2008 – Implement 2008-09 Annual Plan</b></p> <p><b>BUDGETING:</b> <b>November 16– Distribute 2008-09 Resource Request forms to Unit Planners.</b></p> <p><b>February 1 – Deadline for Unit Planners to submit completed Resource Requests to Institutional Effectiveness Director.</b></p> <p><b>February 1 to February 29 – Budget Hearings.</b></p> <p><b>March 3– Budget Coordinating Reviews begin.</b></p> <p><b>March 10 – Ranked Resource Requests due to Institutional Effectiveness</b></p> <p><b>March 17 to April 14 – Leadership Team considers budget requests.</b></p> <p><b>April 15 – Budget submitted to KCTCS.</b></p>		<p><b>1 TEDS</b> Central Office Will Print Statewide Reports for Perkins</p> <p><b>1 TEDS</b> 2006-2007 Student Follow Up Survey starts</p> <p><b>12 SCC</b> Open Fall 2007 Distance Learning Survey</p> <p><b>15-16 SCC</b> Fall Planning Retreat – distribute 2008-2009 planning and budgeting forms.</p> <p><b>19 SCC</b> Unit Planners begin to write and submit 2008-09 unit plans and resource requests to Institutional Effectiveness office</p> <p><b>26 SCC</b> Close Fall 2007 Distance Learning Survey</p>
<b>MAY 2008</b>			<b>DECEMBER 2007</b>
<p><b>1 SCC</b> Unit Planners begin 2007-08 Annual Plan Year-End Review.</p> <p><b>12 SCC</b> Open Fall 2008 Exiting Student Survey</p> <p><b>12 SCC</b> Close Spring 2008 Exiting Student Survey</p>			<p><b>6 IPEDS</b> Winter Collection opens.</p> <p><b>20 SCC</b> Unit Planners complete 2008-09 unit plans</p>
APRIL 2008	MARCH 2008	FEBRUARY 2008	JANUARY 2008
<p><b>1 SCC</b> Open Spring 2008 Campus Climate Survey</p> <p><b>1 SCC</b> Open Spring 2008 Distance Learning Survey</p> <p><b>7 SCC</b> Open Spring 2008 Student Satisfaction Survey</p> <p><b>15 SCC</b> 2007-08 Budget completed and submitted to KCTCS.</p> <p><b>15 SCC</b> Close Spring 2008 Campus Climate Survey</p> <p><b>18 IPEDS</b> Spring Collection closes.</p> <p><b>30 SCC</b> Close Spring 2008 Distance Learning Survey</p> <p><b>30 SCC</b> Close Student Satisfaction Survey</p>	<p><b>3 SCC</b> 2007-08 Budget Coordinating Reviews begin.</p> <p><b>7 IPEDS</b> Spring Collection opens.</p> <p><b>10 SCC</b> Ranked Resource Requests due to IE.</p> <p><b>15 SACS</b> Submit Compliance Report to SACS for off-site review.</p> <p><b>17 SCC</b> Leadership Team reviews budget requests.</p> <p><b>31 TEDS</b> Data Entry of Employer Survey Complete</p>	<p><b>1 SCC</b> 2008-09 resource requests forms due. Submit forms to Resource Request Team. Budget Hearings begin.</p> <p><b>1 TEDS</b> 2006-2007 Employer Follow-Up Survey starts.</p> <p><b>1 SCC</b> Publish 2007-08 Annual Plan</p> <p><b>29 SCC</b> 2008-09 Budget Hearings end.</p> <p><b>29 TEDS</b> Data Entry of 06-07 Student Follow Up Survey complete.</p>	<p><b>7 SCC</b> Fall 2007 Exiting Student Survey Closes</p> <p><b>7 SCC</b> Spring 2008 Exiting Student Survey Opens</p> <p><b>2-31 SCC</b> TIE reviews 2008-09 unit plans.</p> <p><b>15 TEDS</b> Perkins Accountability Results Sent to Schools</p> <p><b>21 SCC</b> Spring 2008 Entering Student Survey closes.</p> <p><b>21 SCC</b> Fall 2008 Entering Student Survey opens.</p> <p><b>24 IPEDS</b> Winter Collection closes.</p>