

## SCC Institutional Effectiveness Calendar

	<b>Planning/Outcomes Document</b>	<b>Program Review</b>	<b>Surveys</b>	<b>Other</b>
January	Mid-point evaluation.	Follow-up phone calls to employers & graduates who have not responded to survey	Non-completer Survey (for Performance Measures)	New edition of Fact Book released. President Council meets
February		Tabulate survey results, finalize reports	Student Climate Survey	Performance Measures due at System Office
March		Route completed reports to program coordinators	Employee Evaluation of College Services Survey	
April		Program coordinators incorporate any necessary changes based upon program review results	Library Student Survey Library Faculty Survey Student Opinion Survey	President Council meets
May	End of year review (Academic programs).		Distance Learning Survey (Spring Semester)	
June				Produce Performance Measure Report
July				College selects “6th” performance funding measure
August	Beginning of planning cycle for coming year. Administrative depts. “close loop” on previous year.			Update Institutional Effectiveness Manual
September		Meet with program coordinators to discuss changes for graduate/employer surveys. Program coordinators to provide info on employers.		Institutional Effectiveness Plan produced
October		First mailing of surveys to graduates, employers.	New Student Survey	President Council meets.
November		Follow-up mailing to graduates and employers		
December		Follow-up phone calls to employers & graduates who have not responded	Distance Learning Survey (Fall Semester) Student Opinion Survey	