

Institutional Effectiveness Planning Calendar

	Institutional Effectiveness Plan Administrative/Non-Instructional Units	Program Review Instructional Units
July	- Administrative/Non-instructional units begin planning/reviewing previous objectives/outcomes	- Instructional departments - Begin planning/reviewing previous data and expected outcomes
August	-Begin entering IE Plan	
September		-Assigned Personnel conduct an internal program assessment ;SMART Objectives/goals - Implement Fall measures -Complete program review in Taskstream for 2019-2020
October	- Reviewers will be notified of departments/units that have not entered IE Plan in Taskstream	- Reviewers will be notified of departments/units that have not entered program review in Taskstream
November/ December		-Begin Collecting Data on Fall Measures
January	- Reviewers access IE Plans and provide feedback and/or approval in Taskstream. -Departments access comments in Taskstream for feedback and/or make recommended changes. If an IE plan is returned, make changes and resubmit for approval.	-Mid-point progress-SMART objectives/goals - Reviewers access department program reviews and provide feedback and/or approval in Taskstream.
February/ March	-Begin collecting data. Documentation and supporting materials can be uploaded at any time during the process in Taskstream	-Continue Measure implementation
April		-Collect Data on Spring Measures
May	-Departments review data and findings and determine if target achievement has [NOT MET, MET, or EXCEEDED] expectations. This section will also require a summary of findings, discussion, and recommendations. Upon adding your findings and completing your review and summary, submit your results for review. - Reviewers access department IE plans in Taskstream and conduct a final review.	-Report Data on Spring Measures in Taskstream -Department Chairs/Program Coordinators submit program review Departments review data and findings and determine if target achievement has [NOT MET, MET, or EXCEEDED] expectations. This section will also require a summary of findings, discussion, and recommendations. Upon adding your findings and completing your review and summary, submit your results for review. - Reviewers access program reviews to approve or make recommendations in Taskstream.
June	-Final Review/reporting: If final review is incomplete or IE plan results/outcomes are not entered	- Finalize reports, “close loop”
July	-Departments access reviews in Taskstream, review feedback and outcomes. - Begin developing ideas for goals for next IE plan cycle.	-Institutional Review -Implement improvement strategies