

COAHOMA COMMUNITY COLLEGE
2023-2024 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

July 2023

20th -21st Strategic Planning Retreat-Develop a Five-Year Strategic Plan for 2023-2027

28th **Non-Instructional Annual Reports:** Personnel review evaluate, and report program outcome results outlined in and submit results to Office of Research, Assessment and Strategic Planning

August 2023

August 1st-31st Community Scholarship Announcement **Opens**
Publish the Fall 2023 Fact Sheets
Annual Planning and Evaluation Manual and Calendar
Report Card Data Collection

2nd **Administration, Student Support Services, Faculty and Library Staff Professional Development:** Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2022-23 year

4th -28th IPEDS Registration – Institution Identification and IC Header

4th-28th **ADA Compliance Report**

September 2023

1st Library Orientation Faculty and Student Survey **OPENS**

1st Review/Revise Student Learning/Program Level Outcomes and Non-Instructional Outcomes for 2022-2023

4th IPEDS Fall Collection **Opens** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment

12th **First Fall 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS**

29th **Fall 15-Week Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**

11th-29th R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Fall 8-Week Online Courses

1st-29th **SENSE Survey**

1st-29th Perkins Report Data Collection

October 2023

2nd- 30th Assessment Committee meet and review 2022-2023 instructional and non-instructional Annual Reports – **CLOSE THE LOOP**

2nd- 30th Report Card Data Collection

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2nd- 30th
14th ***Performance Appraisals by Dean of Chairperson/Faculty***
IPEDS Fall Collection ***Closes*** - The Fall Collection includes
Institutional Characteristics, Completions, and 12-month
Enrollment
30th Equity in Athletics Disclosure Act Survey
31st Perkins Report Data Due

November 2023

1st-27th Fall Curriculum/Substantive Change Meeting
2nd ***Second Fall 8-Week Online Courses Student Evaluation of
Instructional Faculty/Course using Canvas LMS OPENS***
24th ***First 4-Week Online Courses Student Evaluation of
Instructional Faculty/Course using Canvas LMS OPENS***
3rd-24th R.O.A.D to Success Orientation Course Survey and Advising
Feedback Survey for Second Fall 8-Week Online Courses
30th ***Faculty Reflections Due (Academic, Career-Tech, Health
Science, Adjunct and Short-Term)***

December 2023

2nd- 5th SACS Annual Conference in Orlando, FL
4th- 7th Submit Course Completion Rates to Instructional Deans/Tableau
7th IPEDS Winter Collections ***Opens*** - Student Financial
Aid, Graduation Rates, 200% Graduation Rates, and Admissions
7th IPEDS Spring Collection ***Opens*** - Fall Enrollment, Finance, Human
Resources, and Academic Library
6th-13th Send Student Evaluation of Instructional Faculty Results to
Faculty/Deans

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January 2024

2 nd	<i>Second 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
8 th	Community Scholarship Announcement <i>Opens</i>
12 th	Submit General Information and Enrollment Profile to SACSCOC
22 nd	<i>First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
22 nd -31 st	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course
22 nd	Campus Climate Student and Employee Survey <i>Opens</i>

February 2024

1 st -28 th	Preliminary Review of the Mission Statement and Goals by Strategic Planning Council
8 th	IPEDS Winter Collection <i>Closes</i> - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
19 th	<i>Spring 15-week Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>

March 2024

1 st - 30 th	<i>Performance Appraisals by Dean of Chairperson/Faculty Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)</i>
1 st - 30 th	Board of Trustees Evaluation of the President
1 st - 30 th	Scholarship Announcement <i>Closes</i>
24 th	<i>Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
24 th -30 th	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Second Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course

April 2024

1 st - 29 th	360 Employee Feedback OPENS
1 st - 29 th	Submit Budget Request Form
1 st - 29 th	Instructional and Non-Instructional Program Reviews 2023-2024
4 th	IPEDS Spring Collection <i>Closes</i> - Fall Enrollment, Finance, Human Resources, and Academic

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May 2024

1 st -31 st	Spring Curriculum/Substantive Change Meeting
1 st -31 st	Course Syllabi Review
8 th	Graduate Exit Surveys in Pinnacle at Graduation Practice
7 th	Submit Course Completion Rates to Instructional Deans
7 th	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
23 rd	<i>Summer I Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
23 rd -31 st	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer I Courses Student Evaluation Student Evaluation of Instructional Faculty/Course
24 th	Instructional Annual Reports: Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined, including General Education Outcomes

June 2024

3 rd	360 Employee Feedback CLOSES
3 rd -30 th	Board Self Evaluation of Trustees
9 th	<i>First Summer 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
20 th	<i>Summer II Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i>
21 st -28 th	R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer II Courses Student Evaluation of Instructional Faculty/Course
30 th	Submit 360 Feedback Results to the Leadership Team

July 2024

1 st -31 st	Review Year 2 Results of the Colleges 2023-2027 Strategic Plan Outcomes/Mission, Goals and Values
1 st -31 st	360 Feedback Follow-Up Performance Development Plan Due
11 th	Publish Survey Reports: Class Climate Report, Graduate Exit Report and Library Report
11 th	Submit State Strategic Plan
11 th	SACSCOC Financial Profile
31 st	Non-Instructional Annual Reports: Personnel review evaluate, and report program outcome results and submit results to Office of Research, Assessment and Strategic