

# COAHOMA COMMUNITY COLLEGE OFFICE OF INSTITUTIONAL EFFECTIVENESS PLANNING AND ASSESSMENT CALENDAR YEAR 2009-2010

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## July

- July 1, 2009 Institution begins new fiscal year  
July 1, 2009 Personnel implement new Strategic Plan and Institutional Effectiveness Plans  
July 31, 2009 Strategic Planning Council closes the loop on previous year's Strategic Plan and submits to the IE Office

## August

- August 10, 2009 Personnel attend CCC's Pre-School Conference and professional development  
August 10, 2009 IE Office publishes the Fact Book; Annual Planning and Assessment Calendar; schedules, instructions, and review instruments for Program Reviews and Employee Evaluation and Development System document  
August 15, 2009 Adjunct Faculty attend CCC's Pre-School Conference and professional development  
August 31, 2009 Institutional Effectiveness Committee evaluates all completed previous year's Institutional Effectiveness Plans

## September

- September 16, 2009 Program Review Committee conducts instructional and non-instructional program reviews and interviews  
September 18, 2009 Personnel update previous year's employee credentialing forms and submit to the IE Office

## October

- October 5-9, 2009 IE Office administers the Entering Student Survey  
October 5-9, 2009 Curriculum Review Committee evaluates curriculum  
October 8, 2009 Program Review Committee conducts instructional and non-instructional program reviews and interviews  
October 23, 2009 Personnel submit revised previous year's Institutional Effectiveness Plans to the IE Office

## November

- November 4, 2009 Program Review Committee conducts instructional and non-instructional program reviews and interviews  
November 16-20, 2009 IE Office administers the Campus Climate Survey  
Nov 30-December 11, 2009 IE Office administers the Student Evaluation of Instructional Faculty

## December

- December 17, 2009 Instructional personnel report student learning outcome results to the IE Office

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## January

January 4, 2010  
January 2010

Personnel attend CCC's professional development conference  
Adjunct Faculty attend CCC's professional development conference

## March

March 1-5, 2010

Personnel identify budget needs and submit to Fiscal Affairs

## April

April 12-16, 2010  
April 19-23, 2010

Curriculum Review Committee evaluates curriculum  
Personnel complete employee credentialing forms and submit to the IE Office

April 26-30, 2010

Budget Committee evaluates and prioritizes next year's budget requests

## May

May 1-12, 2010  
May 12, 2010

IE Office administers the Graduating Student Exit Surveys  
Instructional personnel review, evaluate, and report educational outcome results and student learning outcome results outlined in Institutional Effectiveness Plans; instructional personnel review and revise next year's Institutional Effectiveness Plans

May 12, 2010

Administrators and supervisors submit Instructional Employee Performance Evaluation results to the IE Office

May 12, 2010

Faculty submit syllabi revisions to instructional deans

May 17-21, 2010

Strategic Planning Council evaluates Strategic Plan

## June

June 30-July 9, 2010

Administrators and supervisors submit Non-Instructional Employee Performance Evaluation results to the IE Office

June 30-July 9, 2010

Non-instructional personnel review, evaluate, and report program outcome results outlined in Institutional Effectiveness Plans; non-instructional personnel review and revise next year's Institutional Effectiveness Plans

### **Office of Institutional Effectiveness**

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