

COAHOMA COMMUNITY COLLEGE

2016-2017 PLANNING AND ASSESSMENT CALENDAR - OFFICE OF INSTITUTIONAL EFFECTIVENESS

August 2016

1st – 31st	Final Preparations of Fifth Year Report Due September 16, 2017 IE Office publishes the Fall 2016 Fact Sheets and the 2015-16 Fact Book; Annual Planning and Evaluation Manual and Calendar
10th – 31st	IPEDS Registration – Institution Identification and IC Header
24th	IE Committee Members meet and review 2015-16 Instructional and Non-instructional Institutional Effectiveness Plans (Usually in October, but changed due to Fifth-Year Report)
31st	Talent Search fiscal year ends (Year 5 of 5)

September 2016

1st	Submit Fifth-Year Report to SACSCOC Talent Search Annual Performance Report (APR) open (compile info) Talent Search fiscal year begins (Year 1 of 5) (Upon refunding)
7th	IPEDS Fall Collection Opens - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment.
12 th – 30 th	Campus Climate Student Survey
9th	iREAD Book Club Meeting - Noon- Library
13th	iREAD Reading Apprenticeship Professional Development Part I for Faculty: 1:00-3:00 p.m.
23rd	iREAD Faculty Roundtable Meeting: 1:30 p.m. - Whiteside Hall – Hosted by Academic Affairs Division

October 2016

October 1-31, 2016	IE Committee and Strategic Planning Council Members meet and review 2015-2016 instructional and non-instructional Institutional Effectiveness Plans and Year I Strategic Plan Results
1st*	*Official start of the federal fiscal year (Title III (Year 5 of 5), SAFRA (Year 2 of 5) *Official start of the state funded grants fiscal year Meet with Federal Programs Activity Directors Title III/SAFRA APR open (start compiling info)
19th	IPEDS Fall Collection Closes - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment.
28th	iREAD Reading Apprenticeship Professional Development Part II for Faculty: 1:00-3:00 p.m.
31 st	Equity in Athletics Disclosure Act Survey

November 2016

Nov 1-December 2, 2016	Student Evaluation of Instructional Faculty using Canvas LMS Performance Appraisals by Dean of Chairperson/Faculty
1st – 30th	iREAD Book Club Meeting: 1:00 p.m.-Whiteside Hall
16th	iREAD Faculty Roundtable Meeting: 1:30 p.m.-Whiteside Hall – Hosted by Academic Affairs Division
18th	Talent Search APR due
30th	

December 2016

5 th -10th	SACS Annual Conference in Atlanta, GA
14th	IPEDS Winter Collections Opens - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
14th	IPEDS Spring Collection Opens - Fall Enrollment, Finance, Human Resources, and Academic Library
14th	Submit Institutional Profile to SACSCOC
16th*	Targeted date for Title III/SAFRA APR submission
31st*	*Title III/SAFRA APR due (*Denotes date may change)

**COAHOMA COMMUNITY COLLEGE
2016-2017 CALENDAR - OFFICE OF INSTITUTIONAL EFFECTIVENESS**

January 2017

20th Community Scholarships Announcement **Opens**
1st – 30th Student Discontinuing of Studies Survey **Opens**
20th iREAD Reading Apprenticeship Professional Development for Faculty:
1:00 p.m. - 3:00 p.m.-Whiteside Hall
30th* Request for US Department of Education Phase I Data

February 2017

2nd* Request for Federal Funds Phase I Data from Clearinghouse
10th iREAD Reading Apprenticeship Professional Development for Faculty:
1:00 p.m. - 3:00 p.m.-Whiteside Hall
15th IPEDS Winter Collection **Closes**- Student Financial Aid, Graduation
Rates, 200% Graduation Rates, and Admissions
24th iREAD Faculty Roundtable at 1:30 p.m. Hosted by Academic Affairs
Division

March 2017

1st – 30th **Performance Appraisals by Dean of Chairperson/Faculty**
1st – 30th **Campus Climate Employee Survey**
2nd* **Submit Phase I data to U.S. Department of Education**
Attend U.S. Department of Education Directors Meeting
10th iREAD Book Club Meeting: 1:30 p.m. Library
10th Community Scholarship Announcement **Closes**
1st – 30th Federal Funds Phase I Data Completed

April 2017

April 1-May 2, 2017 **Student Evaluation of Instructional Faculty using Canvas LMS**
12th IPEDS Spring Collection **Closes** - Fall Enrollment, Finance, Human
Resources, and Academic
14th iREAD Faculty Roundtable: 1:30 p.m. Hosted by Academic Affairs-Library
17th Request needs from departments (for Phase II)

May 2017

1st – 30th U.S. Department of Education request Phase II (SAFRA)
Rewrite for Title III
10th Student Exit Surveys in Pinnacle at Graduation Practice
31st **Instructional** Academic, Career-Technical, and Health Science
instructors review, evaluate, and report student learning outcome results
outlined in Institutional Effectiveness Plans, including the new academic
discipline-specific student learning outcomes; instructional personnel
review and revise next year's Institutional Effectiveness Plans

June 2017

1st – 30th Attend Title III Technical Assistance Workshop
Submit Phase II to U.S. Department of Education
Complete and submit budgets for state grants
Submit Title III and SAFRA

July 2017

15th **Non-instructional** personnel review, evaluate, and report program
outcome results outlined in Institutional Effectiveness Plans and submit
results to the IE Office; non-instructional personnel review and revise
next year's Institutional Effectiveness Plans and submit results to the IE
Office; Submit Strategic Plan results for Year 2
Submit College's State Strategic Plan to MCCB
Submit revised federal budgets due, if needed

(*Denotes date may change)