

**COAHOMA COMMUNITY COLLEGE**  
**2021-2022 PLANNING AND EVALUATION CALENDAR**  
 PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

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**July 2021**

29<sup>th</sup> -30<sup>th</sup> Strategic Planning Retreat-Develop a Five Year Strategic Plan for 2021-2026

31<sup>st</sup> **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 2021**

August 1<sup>st</sup>-31<sup>st</sup> Community Scholarship Announcement **Opens**  
 Publishes the Fall 2021 Fact Sheets  
 Annual Planning and Evaluation Manual and Calendar  
 Report Card Data Collection

2<sup>nd</sup> **Administration, Student Support Services, Faculty and Library Staff Professional Development:** Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2020-21 year

4<sup>th</sup> -29<sup>th</sup> IPEDS Registration – Institution Identification and IC Header

**September 2021**

1<sup>st</sup> Library Orientation Faculty and Student Survey **OPENS**

1<sup>st</sup> Review/Revise Student Learning/Program Level Outcomes and Non-Instructional Outcomes for 2021-2022

2<sup>nd</sup> IPEDS Fall Collection **Opens** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment

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

30<sup>th</sup> **Fall 15-Week Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**

**October 2021**

1<sup>st</sup> – 30<sup>th</sup> Assessment Committee meet and review 2020-2021 instructional and non-instructional Annual Reports – **CLOSE THE LOOP**

1<sup>st</sup> – 30<sup>th</sup> Report Card Data Collection

15<sup>th</sup> IPEDS Fall Collection **Closes** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment

30<sup>th</sup> Equity in Athletics Disclosure Act Survey

**November 2021**

1<sup>st</sup> – 27<sup>th</sup> **Performance Appraisals by Dean of Chairperson/Faculty**

1<sup>st</sup> – 27<sup>th</sup>

3<sup>rd</sup>

26<sup>th</sup>

30<sup>th</sup>

Fall Curriculum/Substantive Change Meeting

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

***First 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS***

***Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)***

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**December 2021**

3 <sup>rd</sup> – 6 <sup>th</sup>	SACS Annual Conference in Atlanta, GA
5 <sup>th</sup> – 8 <sup>th</sup>	Submit Course Completion Rates to Instructional Deans/Tableau
8 <sup>th</sup>	IPEDS Winter Collections <b>Opens</b> - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions
8 <sup>th</sup>	IPEDS Spring Collection <b>Opens</b> - Fall Enrollment, Finance, Human Resources, and Academic Library
9 <sup>th</sup> -15 <sup>th</sup>	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans

**January 2022**

3 <sup>rd</sup>	<b><i>Second 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i></b>
11 <sup>th</sup>	Community Scholarship Announcement <b>Opens</b>
13 <sup>th</sup>	Submit General Information and Enrollment Profile to SACSCOC
23 <sup>rd</sup>	<b><i>First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i></b>
24 <sup>th</sup>	Campus Climate Student and Employee Survey <b>Opens</b>

**February 2022**

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

**March 2022**

1 <sup>st</sup> – 31 <sup>st</sup>	<b><i>Performance Appraisals by Dean of Chairperson/Faculty</i></b>
1 <sup>st</sup> – 31 <sup>st</sup>	Board of Trustees Evaluation of the President
6 <sup>th</sup>	Scholarship Announcement <b>Closes</b>
27 <sup>th</sup>	<b><i>Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i></b>

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**April 2022**

1 <sup>st</sup> – 29 <sup>th</sup>	<b>360 Employee Feedback OPENS</b>
1 <sup>st</sup> – 29 <sup>th</sup>	Submit Budget Request Form
1 <sup>st</sup> – 29 <sup>th</sup>	<b>Instructional and Non-Instructional Program Reviews 2021-2022</b>
7 <sup>th</sup>	IPEDS Spring Collection <b>Closes</b> - Fall Enrollment, Finance, Human Resources, and Academic
29 <sup>th</sup>	<b>Performance Appraisal by Deans and Chairpersons</b> (Academic, Career-Tech, Health Science, Adjunct and Short-Term)
29 <sup>th</sup>	<b>Faculty Reflections Due</b> (Academic, Career-Tech, Health Science, Adjunct and Short-Term)

**May 2022**

1 <sup>st</sup> -31 <sup>st</sup>	Spring Curriculum/Substantive Change Meeting
1 <sup>st</sup> -31 <sup>st</sup>	Course Syllabi Review
6 <sup>th</sup>	Graduate Exit Surveys in Pinnacle at Graduation Practice
10 <sup>th</sup>	Submit Course Completion Rates to Instructional Deans
10 <sup>th</sup>	Send Student Evaluation of Instructional Faculty Results to Faculty/Deans
26 <sup>th</sup>	<b>Summer I Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</b>
27 <sup>th</sup>	<b>Instructional Annual Reports:</b> Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined in, including <b>General Education Outcomes</b>

**June 2022**

1 <sup>st</sup>	<b>360 Employee Feedback CLOSES</b>
1 <sup>st</sup> – 30 <sup>th</sup>	Board Self Evaluation of Trustees
10 <sup>th</sup>	<b>First Summer 4-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</b>
23 <sup>th</sup>	<b>Summer II Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</b>
30 <sup>th</sup>	Submit 360 Feedback Results to the Leadership Team

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**July 2022**

1-31 <sup>st</sup>	Review Year 1 Results of the Colleges 2021-2026 Strategic Plan Outcomes/Mission, Goals and Values
1-31 <sup>st</sup>	360 Feedback Follow-Up Performance Development Plan Due
7 <sup>th</sup>	<b><i>Second Summer Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS <b>OPENS</b></i></b>
12 <sup>th</sup>	<b>Publish Survey Reports: Class Climate Report, Graduate Exit Report and Library Report</b>
12 <sup>th</sup>	Submit State Strategic Plan
12 <sup>th</sup>	SACSCOC Financial Profile
31 <sup>st</sup>	<b>Non-Instructional Annual Reports:</b> Personnel review evaluate, and report program outcome results outlined in and submit results to Office of Research, Assessment and Strategic Planning