



### **2013 INSTITUTIONAL ASSESSMENT & REPORTING CYCLE**

January 2013	Student Unit Record Data System (SURDS) Fall Student Enrollment File; Integrated Postsecondary Educational Data System (IPEDS) Winter Collection Ends-Financial Aid; Final Fall FTE Report; Student Progress Survey (Educational Goals-Fall 2012 freshmen); National Student Clearinghouse (NSC): Degree Verify; College Wide Proof of Catalog; Faculty/Student Ratio & FTE; Peterson's; College Board; Employee Survey 2013; CCSSE 2012 Report; Title III eligibility
February 2013	Spring Census FTE Report; Common Data Set; VE-135 Follow-Up; NSC: 1 <sup>st</sup> Report; Budget Requests reviewed; SURDS Undergraduate Applicant File-Winter/Spring; Budget Input into Datatel; AQIP Systems Portfolio & Web Page Updates; Bachelor's Degree Needs Assessments; NSC data; HS Data; Follow-Up on 2012-13 Strategic Plan; Begin work on 2014-2018 Strategic Plan; TAA Grant Report
March 2013	IPEDS Spring Collection Begins-HR Report; Online Bulletins Available; WIA Data; Register for the Survey of Entering Student Engagement (SENSE) & Community College Survey of Student Engagement (CCSSE) for fall 2013; Collegiate Learning Assessment (CLA & CCLA) Administration; Employee Survey 2013 Report; Community Poll 2013
April 2013	IPEDS Spring Collection Ends-Fall Enrollment, IPEDS Graduation Rates, IPEDS 200% Graduation Rates; IPEDS Finance, Graduation Rate Survey (GRS); NSC: Mid-Term Report; HLC/NCA Annual Report; Employee Evaluations; Instructional Development & Evaluation Assessment (IDEA) administration; AQIP Partnerships Survey 2013
May 2013	2013 Graduate Survey Administered; Budget Hearing with Trustees; NSC: End-of-Term Report & Degree Verify; Student Progress Survey (Educational Goals-Spring 2013 sophomores); Re-written AQIP Systems Portfolio submitted
June 2013	Spring Final & Annual FTE; Board Approval of Budget; First Budget Audit Visit for Preliminary Field Work; Inventory: Capital Assets; NSC: 1 <sup>st</sup> Report; Faculty/Student Ratio & FTE; VE-135 Enrollment; 2012-13 Balanced Score Card (BSC) completed along with 2012-2013 Strategic Plan, tweak 2013-14 Strategic Plan/BSC and continue work on 2014-2018 long-term strategic planning process with facilitator & SPSC; Gainful Employment & Web Page Updates; TAA Grant Data
July 2013	Student Enrollment File-Spring; Remedial Course File-Spring; Undergraduate Applicant File-Spring; IDEA Report Available; NSC: Student Progress Survey Report Available; 1023 File; Report for Multi-Location AQIP/HLC Visit
August 2013	Budget Audit Field Work Complete; 2012-2013 Graduate Survey Report; NSC: End-of-Term Report; Applicant Survey; Degrees Granted File (Full Year);
September 2013	IPEDS Fall Collection Begins; Annual Headcount Report; SURDS Financial Aid File; Tuition & Fee Survey; Cohorts submitted for NSC & Transfer Data Available; AQIP Systems; Portfolio, Web Page & Annual AQIP Project Updates; State Budget Data Book Due; Administer SENSE 2013; CLA & CCLA Report; Multi-Location AQIP/HLC Visit; TAA Grant Data
October 2013	SURDS Summer Student Enrollment; SURDS Undergraduate Applicant File; Remedial Course File; 1023 File-Summer; IPEDS Fall Collection Ends-

	Institutional Characteristics; College Board Update; BSC updated; FTE Estimates & Projections; AQIP Systems Appraisal received; Planning for AQIP Quality Checkup Visit in April 2014
November 2013	SURDS Degree Granted File (summer for IPEDS GRS); IDEA administration; Gainful Employment Report
December 2013	IPEDS Winter Collection Begins; HR Report; Financial Aid; Online Catalog Changes Due; Annual Fact Book; 2013-14 Strategic Plan progress; VE-135 Survey open to 13/14 CTE: Draft 2014-18 Strategic Plan; Employee Survey 2014 or Great Colleges to Work For 2014 planned for; TAA Grant support

**Other Reports & Notes:**

~Monthly	FTE Reports
1 <sup>st</sup> 4 Weeks of Each Semester & Earlier	Registration Build Reports for First Few Weeks of Semester
Each Semester	IDEA
Semester End	BSC related surveys & updates
Annually	Employee Survey
Bi-Annually	SENSE
Administered Bi-Annually	CCSSE
Administered Bi-Annually	CLA/CCLA, next administration during 2012-13
~Bi-Annual	Printed Catalog
Quarterly	Board Financial Report
Annually	Reports at Foundation & Trustees Joint Meeting e.g. Funds Raised
At Least Annually	Comprehensive Community Surveys Report-Cycle completed in 2008 with brief community polls conducted at least annually during 2009-2013 for Balanced Score Card updates
As Needed	Student Demographics; Student Tracking e.g. Persistence, HS; Transition Dev. Ed. to credit; Degree/Certificates; Class Size/Class Cancellation Rates/Space Utilization, Faculty Workload, etc.; Surveys of high school students; Environmental Scans; IRB related work; Grant related data/research, writing & submissions
As Available	Job Placement; Employer Satisfaction; Licensure; Program Reviews