



2011 INSTITUTIONAL ASSESSMENT & REPORTING CYCLE

January 2011	Student Unit Record Data System (SURDS) Fall Student Enrollment File; Integrated Postsecondary Educational Data System (IPEDS) Winter Collection Ends-HR Report; Final Fall FTE Report; Student Progress Survey (Educational Goals-Fall 2010 freshmen); National Student Clearinghouse (NSC): Degree Verify; College Wide Proof of Catalog; Faculty/Student Ratio & FTE
February 2011	Spring Census FTE Report; Common Data Set; VE-135 Follow-Up; NSC: 1 st 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 completed; Community Poll Complete; IPEDS Library Survey; HLC Visit
March 2011	IPEDS Spring Collection Begins; Online Bulletins Available; Register for the Survey of Entering Student Engagement (SENSE) & Community College Survey of Student Engagement (CCSSE) for fall 2011; CDHE Approval; Administer Collegiate Learning Assessment (CLA) to sophomores for spring 2011
April 2011	IPEDS Spring Collection Ends-Enrollment, Graduation Rate Survey (GRS), Finance & Financial Aid; Inventory: Non-Capital Assets; NSC: Mid-Term Report; Printer Delivers Summer Bulletins to CMC & P.O.s; Online Catalog Released; Register Now" Press Releases; HLC/NCA Annual Report; SURDS Student Enrollment File; Employee Evaluations; Academic Quality Improvement Project (AQIP) Team Reports to Quality Team & re-evaluate status of 3 AQIP Projects; Instructional Development & Evaluation Assessment (IDEA) administration; Chronicle's Great Colleges to Work For Survey administered
May 2011	2011 Graduate Survey Administered; Budget Hearing with Trustees; NSC: End-of-Term Report & Degree Verify; Student Progress Survey (Educational Goals-Spring 2011 sophomores)
June 2011	CMC National Community College Benchmark Project (NCCBP) Data Submitted; Spring Final & Annual FTE; Board Approval of Budget; First Budget Audit Visit for Preliminary Field Work; Inventory: Capital Assets; NSC: 1 st Report; Faculty/Student Ratio & FTE; VE-135 Enrollment; Online Bulletins Available; 2011-12 Balanced Score Card (BSC) being developed; 2011-2012 Strategic Plan & working on 2012-2015 long-term strategic planning process; AQIP Systems Portfolio & Web Page Updates
July 2011	Student Enrollment File-Spring; Remedial Course File-Spring; Undergraduate Applicant File-Spring; IDEA Report Available; NSC: Mid-Term Report; Printer Delivers Fall Bulletins to CMC & P.O.s; "Register Now" Press Releases; Student Progress Survey Report Available; 1023 File
August 2011	Budget Audit Field Work Complete; 2011 Graduate Survey Report; NSC: End-of-Term Report; Applicant Survey; Degrees Granted File (Full Year); Employee Survey 2011 administered
September 2011	IPEDS Fall Collection Begins; Annual Headcount Report; SURDS Financial Aid File; Tuition & Fee Survey; NCCBP Report available; Cohorts submitted for NSC & Transfer Data Available; AQIP Systems Portfolio, Web Page & Annual AQIP Project Updates; State Budget Data Book Due
October 2011	SURDS Summer Student Enrollment; SURDS Undergraduate Applicant File;

Remedial Course File; 1023 File-Summer; IPEDS Fall Collection Ends- Institutional Characteristics; College Board Update; Online Bulletins Available; Environmental Scan Report; Staff Mid-Year Check-In Evaluations; BSC updated; FTE Estimates & Projections; CCLA & CCSSE reports available

November 2011 SURDS Degree Granted File (summer for IPEDS GRS); Printer Delivers Spring Bulletins to CMC & P.O.s; "Register Now" Press Releases; IDEA administration

December 2011 IPEDS Winter Collection Begins; Online Catalog Changes Due; Annual Fact Book; "Faculty of the Year" Press Releases; 2010-12 Strategic Plan; AQIP Team Reports

Other Reports & Notes:

~Monthly	FTE Reports
1 st 4 Weeks of Each Semester	Registration Build Reports for First Few Weeks of Semester
Each Semester	IDEA, student satisfaction with CMC items added starting with spring 2009
Semester End	Balanced Score Card (BSC) surveys & updates
Annually	Employee Survey
Annually	SENSE
Administered Bi-Annually	CCSSE
Administered Bi-Annually	CLA
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 during 2009, 2010 & 2011 for Balanced Score Card updates
As Needed	Student Demographics; Student Tracking e.g. Persistence, HS; Transition Dev. Ed. to credit; Degree/Certificates; Class Cancellation Rates; Space Utilization, Faculty Workload, etc.; Surveys of high school students
As Available	Job Placement; Employer Satisfaction; Licensure; Program Reviews