



2012 INSTITUTIONAL ASSESSMENT & REPORTING CYCLE

January 2012	Student Unit Record Data System (SURDS) Fall Student Enrollment File; Integrated Postsecondary Educational Data System (IPEDS) Winter Collection Ends, Financial Aid; HR Report; Final Fall FTE Report; Student Progress Survey (Educational Goals-Fall 2011 freshmen); National Student Clearinghouse (NSC): Degree Verify; College Wide Proof of Catalog; Faculty/Student Ratio & FTE, IPEDS Student Financial Aid; 2011-12 Balanced Score Card (BSC) updated
February 2012	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; Bachelor's Degree student survey completed
March 2012	IPEDS Spring Collection Begins; Online Bulletins Available; WIA Data; Register for the Survey of Entering Student Engagement (SENSE) for fall 2012; Chronicle's Great Colleges to Work for Employee Survey 2012 administered
April 2012	IPEDS Spring Collection Ends-Fall Enrollment, IPEDS Graduation Rates, IPED 200% Graduation Rates; IPEDS Finance, 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)-re-evaluate status of 3 AQIP Projects; Instructional Development & Evaluation Assessment (IDEA) administration; Administer the Community College Survey of Student Engagement (CCSSE) 2012; staff year-end evaluations
May 2012	2012 Graduate Survey Administered; Budget Hearing with Trustees; NSC: End-of-Term Report & Degree Verify; Student Progress Survey (Educational Goals-Spring 2012 sophomores)
June 2012	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; 2012-15 BSC developed; 2012-2015 Strategic Plan developed; AQIP Systems Portfolio updates; 2011-12 BSC final data; Gainful Employment & Web Page Updates
July 2012	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; Annual Headcount Report; CCSSE data available July end
August 2012	Budget Audit Field Work Complete; 2011-2012 Graduate Survey Report; NSC: End-of-Term Report; Applicant Survey; Degrees Granted File (Full Year);
September 2012	IPEDS Fall Collection Begins; 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 Collegiate Learning Assessment (CLA & CCLA) to freshmen for fall 2012



October 2012	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 for tweaking 2013-15 strategic plan; Staff Mid-Year Check-In Evaluations; 2012-13 BSC updated; FTE Estimates & Projections
November 2012	SURDS Degree Granted File (summer for IPEDS GRS); Printer Delivers Spring Bulletins to CMC & P.O.s; "Register Now" Press Releases; IDEA administration
December 2012	IPEDS Winter Collection Begins; HR Report; Financial Aid; Online Catalog Changes Due; Annual Fact Book; "Faculty of the Year" Press Releases; 2013-15 Strategic Plan final; VE-135 Survey open to 12/13 CTE

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 evaluation of instruction
Semester End	BSC-related surveys & updates
Annually	Employee Survey
Administered Bi-annually	SENSE, next administration fall 2012
Administered Bi-Annually	CCSSE, next administration spring 2012
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
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

