



2014 INSTITUTIONAL ASSESSMENT & REPORTING CYCLE

January 2014	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 2013 freshmen); National Student Clearinghouse (NSC): Degree Verify; Faculty/Student Ratio & FTE; Employee Survey 2014; CCSSE 2013 Report; Title III Eligibility
February 2014	Spring Census FTE Report; Common Data Set; VE-135 Follow-Up; SURDS Undergraduate Applicant File-Winter/Spring; AQIP Systems Portfolio & Web Page Updates-Update with Fall Data from Previous Year; NSC data; Update of 2014-2015 Balanced Score Card/2014-2018 Strategic Plan; TAA Grant Report (<i>staying for 2013-2014; remove after FY13/14</i>)
March 2014	IPEDS Spring Collection Begins-HR Report; WIA Data; Employee Survey 2014 Report; Community Poll 2014
April 2014	IPEDS Spring Collection Ends-Fall Enrollment, IPEDS Graduation Rates, IPEDS 200% Graduation Rates; IPEDS Finance, Graduation Rate Survey (GRS); HLC/NCA Annual Report; Employee Evaluations; AQIP Partnerships Survey 2014
May 2014	2014 Graduate Survey Administered; Student Progress Survey (Educational Goals - Spring 2014 sophomores); National Community College Benchmark Project (NCCBP) Data Submittal
June 2014	Spring Final & Annual FTE; VE-135 Enrollment; Annual/Spring Update of 2014-15 Balanced Scorecard and 2014-2018 Strategic Plan; Gainful Employment & Web Page Updates; TAA Grant Data (<i>staying for 2013-2014; remove after FY13/14</i>)
July 2014	Annual Headcount Report; Student Enrollment File-Spring; Remedial Course File-Spring; Undergraduate Applicant File-Spring; IDEA Report Available
August 2014	2013-2014 Graduate Survey Report; Applicant Survey; Degrees Granted File (Full Year)
September 2014	IPEDS Fall Collection Begins; SURDS Financial Aid File; Cohorts submitted for NSC & Transfer Data Available; AQIP Systems Portfolio, Web Page & Annual AQIP Project Updates; Use Systems Appraisal Feedback (HLC) to Update (AQIP) Systems Portfolio; TAA Grant Data (<i>should be the last submission</i>); NSC in September each year
October 2014	SURDS Summer Student Enrollment; SURDS Undergraduate Applicant File; Remedial Course File; IPEDS Fall Collection Ends-Institutional Characteristics; FTE Estimates & Projections
November 2014	SURDS Degree Granted File; Gainful Employment Report; NCCBP Report available; Register for SENSE/CCSSE 2015 Administration; Talk about 2015 CLA/CCLA Administration (<i>November/December</i>)
December 2014	IPEDS Winter Collection Begins; HR Report; Financial Aid; Annual Fact Book; VE-135 Survey open to 13/14 CTE; Draft 2014-18 Strategic Plan; Plan for 2015 Employee Survey or Great Colleges to Work For (Survey) 2015 Administration



Other Reports & Notes:

~Monthly	FTE Reports
1 st 4 Weeks of Each Semester & Earlier	<i>First Few Weeks of Semester (FTE)</i>
Semester End	BSC-related surveys & updates
Annually	Employee Survey (In-House or Other, e.g., The Chronicle's Great Colleges to Work For)
Annually	IDEA
Bi-Annually	NCCBP
Bi-Annually	SENSE & CCSSE
Bi- Annually	CLA/CCLA, next administration during 2014-15
At Least Annually	Community polls conducted
As Needed	Student Demographics; Student Tracking, e.g., Persistence; HS-Surveys of high school students; Transition Dev. Ed. to credit; Degree/Certificates; Class Size/Class Cancellation Rates/Space Utilization; Environmental Scans; IRB-related work; Grant-related data/research, writing, and submissions; Other ad-hoc reports (<i>as they tie to the College's Vision & Mission, Strategic Plan, and accreditation</i>); Taskstream; Full-Time Faculty Report; EduCause E.C.A.R. Report (<i>or Annually</i>)
As Available	Job Placement; Employer Satisfaction; Licensure; Program Reviews

