SOMERSET COMMUNITY COLLEGE OFFICE OF INSTITUTIONAL EFFECTIVENESS AND RESEARCH CALENDAR 2008-2009

JULY 2008

1 TEDS 06-07 Student and Employer Survey Lock

21 SCC Begin assessment of 2007-2008 Planning Initiatives

31 SCC 2007-2008 Planning Initiatives assessment completed and posted to web site

31 TEDS request program sections to roll over for 2008-2009

AUGUST 2008

1 TEDS Begin Retention Follow Up Survey

1 IPEDS IDs and passwords distributed

1 IPEDS registration opens

22 SCC Close Fall 2008 Entering Student Survey

22 SCC Open Spring 2009 Entering Student Survey

29 IPEDS Registration deadline.

29 SCC Publish Final Assessment of 2007-2008 Annual Plan

SEPTEMBER 2008

2 SCC CAP Team Program Assessment begins

2 SCC Begin KCTCS Allied Health and Transfer Survey

5 IPEDS Fall Collection opens.

15 TEDS Input Fall 2008 SEEK students

23-25 SACS Visit

OCTOBER 2008

SCC Program Reviews completed this month.

1 TEDS 07-08 Enrollment, Termination, and Special Pops Data Lock TEDS

1 TEDS Print Home School Report for SEEK

1 SCC Open Fall 2008 Student Satisfaction Survey

6 SCC CAP Team Program Assessment Reports due

6 SCC Open Fall 2008 Campus Climate Survey

15 SCC Unit Planners begin Midstream Review of 2008-2009 Annual Plan

27 SCC Close Fall 2008 Student Satisfaction Survey

17 IPEDS Fall Collection closes

26 SCC Close Fall 2008 Campus Climate Survey

31 SCC Midstream Review of 2008-09 Annual Plan completed

JUNE 2009

30 SCC Unit Planners complete 2008-2010 Annual Plan Year-End Review

MAY 2009

1 SCC Unit Planners begin 2008-2009 Annual Plan Year End Review

15 SCC Open Fall 2009 Exiting Student Survey

15 SCC Close Spring 2009 Exiting Student Survey

KEY DATES

PLANNING: October – 2008-2009 Mid- Year Review

November 13 - 14 – Fall Planning Retreat

November and December – Unit Planners write 2009-2010 unit plans.

January – T.I.E. reviews 2009-2010 unit plans

May and June – Unit Planners write 2008-2009 Annual Plan Year-End Review

July 1, 2008 – Implement 2009-2010 Annual Plan

BUDGETING: November 17– Distribute 2009-2010 Resource Request forms to Unit Planners.

February 1 – Deadline for Unit Planners to submit completed Resource Requests to Institutional Effectiveness Director.

February 1 to February 28 – Budget Hearings.

March 2– Budget Coordinating Reviews begin.

March 16 – Ranked Resource Requests due to Institutional Effectiveness

March 17 to April 14 – Leadership Team considers budget requests.

April 15 – Budget submitted to KCTCS.

NOVEMBER 2008

3 TEDS Central Office Will Print Statewide Reports for Perkins

3 TEDS 2007-2008 Student Follow Up Survey starts

10 SCC Open Fall 2008 Distance Learning Survey

13-14 SCC Fall Planning Retreat – distribute 2009-2010 planning and budgeting forms

17 SCC Unit Planners begin to write and submit 2009-2010 Unit Plans and Resource Requests to Institutional Effectiveness office

26 SCC Close Fall 2008 Distance Learning Survey

DECEMBER 2008

8 IPEDS Winter Collection opens.

22 SCC Unit Planners complete 2009-2010 Unit Plans

APRIL 2009

1 SCC Open Spring 2009 Campus Climate Survey

1 SCC Open Spring 2009 Distance Learning Survey

1 SCC Open Spring 2009 Student Satisfaction Survey

15 SCC 2008-2009 Budget completed and submitted to KCTCS

15 SCC Close Spring 2009 Campus Climate Survey

18 IPEDS Spring Collection closes

30 SCC Close Spring 2009 Distance Learning Survey

30 SCC Close Student Satisfaction Survey

MARCH 2009

2 SCC 2008-2009 Budget Coordinating Reviews begin

6 IPEDS Spring Collection opens

16 SCC Ranked Resource Requests due to IE

17 SCC Leadership Team reviews budget requests.

31 TEDS Data Entry of Employer Survey Complete

FEBRUARY 2009

1 SCC 2009-2010 Resource Request forms due. Budget Hearings begin.

1 TEDS 2007-2008 Employer Follow-Up Survey starts

1 SCC Publish 2008-2009 Annual Plan

28 SCC 2009-2010 Budget Hearings end

28 TEDS Data Entry of 07-08 Student Follow Up Survey complete

JANUARY 2009

7 SCC Fall 2008 Exiting Student Survey closes

9 SCC Spring 2009 Exiting Student Survey opens

2-31 SCC TIE reviews 2009-2010 Unit Plans

15 TEDS Perkins Accountability results sent to schools

22 SCC Spring 2009 Entering Student Survey closes

23 SCC Fall 2009 Entering Student Survey opens

23 IPEDS Winter Collection closes