

# ANNUAL CALENDAR FOR INSTITUTIONAL EFFECTIVENESS PROCESS

September	Organizational units prepare outline and send to reviewer. Reviewers approve outlines.
September 30	IE outlines are due to the Office of Planning and IE
October 31	All outlines are reviewed, revised and entered in the computerized shared file
November 1	Survey forms/procedures submitted to the Office of Planning and IE
November 30	Survey forms/procedures reviewed by the Institutional Research Office and returned to responsible party
July 10	Completed IE outlines including analysis of assessment due to reviewers
July 10-30	Reviewers approve completed IE outlines and check documentation
July 30	Completed IE outlines due to Office of Planning and IE
August 15	All IE outlines entered in shared file for the given year

\*\* Every other year only – beginning 2002-2003

**August 5	IE Team selects notebooks for review
**August 30	Notebook review completed and recommendations communicated to appropriate resource persons and supervisors