<table>
<thead>
<tr>
<th>Date</th>
<th>Planning Activity</th>
<th>Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2010</td>
<td>Institutional Action Plan 2009-10 implemented</td>
<td>Strategic Planning Committee</td>
</tr>
<tr>
<td>August 27, 2010</td>
<td>Roster of Instructional Staff due to OIE*</td>
<td>Academic department chairs</td>
</tr>
<tr>
<td>August 27, 2010</td>
<td>Course Syllabi due to OIE</td>
<td>Faculty; Academic departments</td>
</tr>
<tr>
<td>September 27, 2010</td>
<td>Census Date: enrollment statistics captured</td>
<td>OIE</td>
</tr>
<tr>
<td>(28&lt;sup&gt;th&lt;/sup&gt; day of instruction)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 7, 2010</td>
<td>Planning Workshop</td>
<td>Department heads/representatives</td>
</tr>
<tr>
<td>Oct 25 – Nov 5, 2010</td>
<td>Student Satisfaction Inventory</td>
<td>Academic Departments/IE</td>
</tr>
<tr>
<td>October 27, 2010</td>
<td>Prelim Institutional Action Plan 2011-12 completed</td>
<td>Strategic Planning Committee</td>
</tr>
<tr>
<td>November 2010</td>
<td>Fall Semester Course Evaluations distributed</td>
<td>OIE; academic departments</td>
</tr>
<tr>
<td>November 17, 2010</td>
<td>First Draft of Operating Plans for 2011-12 due to OIE</td>
<td>Non-instructional departments</td>
</tr>
<tr>
<td>December 10, 2010</td>
<td>Fall Semester Course Evaluations due to OIE</td>
<td>Academic departments</td>
</tr>
<tr>
<td>December 10, 2010</td>
<td>Fall Faculty Activity Reports due to OIE</td>
<td>Academic departments</td>
</tr>
<tr>
<td>January 2011</td>
<td>Budgeting process begins (budget worksheets)</td>
<td>Administrators; all departments</td>
</tr>
<tr>
<td>January 21, 2011</td>
<td>Roster of Instructional Staff due to OIE</td>
<td>Academic department chairs</td>
</tr>
<tr>
<td>January 21, 2011</td>
<td>Course Syllabi due to OIE</td>
<td>Faculty; Academic departments</td>
</tr>
<tr>
<td>January-March 2011</td>
<td>Customer Satisfaction Surveys</td>
<td>Departments</td>
</tr>
<tr>
<td>February 2011</td>
<td>Budget worksheets due to Financial Affairs</td>
<td>All departments</td>
</tr>
<tr>
<td>February 2011</td>
<td>Alumni Surveys</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>February 18, 2011</td>
<td>Census Date: enrollment statistics captured</td>
<td>OIE</td>
</tr>
<tr>
<td>(28&lt;sup&gt;th&lt;/sup&gt; day of instruction)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March 2011</td>
<td>Budget hearings</td>
<td>All departments</td>
</tr>
<tr>
<td>March 2011</td>
<td>Spring Semester Course Evaluations distributed</td>
<td>OIE; academic departments</td>
</tr>
<tr>
<td>March 2011</td>
<td>Exit exams completed</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>February 2011</td>
<td>Campus Midyear Assessment</td>
<td>Administrators; Institutional Effectiveness Committee</td>
</tr>
<tr>
<td>April 2011</td>
<td>Board approval of budget</td>
<td>Board of Trustees</td>
</tr>
<tr>
<td>April 2011</td>
<td>Assessment Workshop</td>
<td>OIE/All departments</td>
</tr>
<tr>
<td>April 22, 2011</td>
<td>Spring Semester course evaluations due to OIE</td>
<td>Academic Departments</td>
</tr>
<tr>
<td>April 22, 2011</td>
<td>Faculty Activity Reports due to OIE</td>
<td>Faculty; Academic Departments</td>
</tr>
<tr>
<td>May 13, 2011</td>
<td>Departmental Effectiveness Reports 2009-10 and updated operating plans 2010-11 due to OIE</td>
<td>All departments</td>
</tr>
<tr>
<td>May 13, 2011</td>
<td>Updated Vita due to OIE</td>
<td>Faculty</td>
</tr>
<tr>
<td>May 20, 2011</td>
<td>Executive Effectiveness Reports due to OIE</td>
<td>Administrators</td>
</tr>
<tr>
<td>May 30-June 2, 2011</td>
<td>Year-End Review</td>
<td>Institutional Effectiveness Committee</td>
</tr>
<tr>
<td>June 2011</td>
<td>Institutional Action Plan for 2011-12 updated</td>
<td>Strategic Planning Committee</td>
</tr>
</tbody>
</table>

*Office of Institutional Effectiveness