

Institutional Research and Effectiveness Calendar

Assessment Tool	Personnel Responsible	Reviewed by	Schedule
Annual Department Reports (year end report)	Each Department	EVP, Supervisors, VP of IRE	July 1
Annual Department Plans (for new academic year)	Each Department	EVP, Supervisors, VP of IRE	July 1
Annual Report to Board of Trustees	IR/IE, EVPs, VPs, Director of M/C	Board of Trustees, All personnel	Draft: August 1 Final: September 1
Institutional Assessment Document	IR/IE with all depts.	Admin Council	August Admin Mtg
Entering Student Survey: undergrads	IR/IE VP of Student Affairs, VP of Enrollment, Director of M/C,	All Administrators, Faculty, Directors	1 st week of classes
Entering Student Survey: Seminary	Seminary Office	Seminary Office and Council	First week of seminary classes
Fall Enrollment Data	IR/IE, Registrar, Admissions, SFS	Administrators, Faculty, Trustees	1 week past fall census date
New Student Enrollment Reports	Director of Admissions	All administrators, faculty, directors	1 week past fall census
Seminary Enrollment reports	Seminary Office	All administrators, faculty, graduate office	1 week after start of grad classes
Program Review/ Alumni Surveys	IR/IE, EVP of Academics, Program Coordinators		September 1
Retention reports: cohort, gender, athletes, programs	IR/IE	Administrators, Faculty, Directors	October 1
Fall Enrollment Data Update	IR/IE, Registrar, Admissions, SFS		October 15
IPEDS Fall: Completions, 12 month enrollment	Registrar	----	October 15
ATS Fall Enrollment	Seminary Office	Seminary Office	October 15
Common Data Set	IR/IE with appropriate departments		November 1
ABHE Annual Report	IR/IE with appropriate departmental help	Data included in Facts/Trends	November 1
Employment Report	HR Office	Data included in Facts/Trends (and IPEDS)	November 1
Graduating Student Survey and Interviews: Dec grads – Undergrad	Academics Office with IR/IE	Data held to be combined with spring data	Final few weeks of fall semester
Graduating Student Survey and Interviews: Dec grads - Seminary	Seminary Office	Seminary Office and Counsel	Final few weeks of fall term
Facts and Trends Book	IR/IE	All Administrators, Faculty Trustees	December Admin Mtg
ATS Annual Report	Seminary Office with appropriate offices		December 12
Consumer Info page on website	IR/IE with Marketing		December 15
StratOp Dashboard Update	VP of IE with administrators	Administrators	Dec Administrator Meeting

Spring Enrollment Data - Undergrad	IR/IE, Admissions, Registrar, SFS	Administrators, Faculty, Trustees	1 week past spring census date
Spring Enrollment Data - Seminary	Seminary Office	Seminary Office and Council	First week of spring term
Entering Student Survey – Seminary	Seminary Office	Seminary Office and Council	First week of spring term
IPEDS Winter: SFA, Grad Rates, Admissions, Outcomes	Registrar, Admissions, SFS	-----	February 1
Student Satisfaction Inventory	IR/IE with administrators	Administrators, Faculty, All departments	Mid-February/every other year
Priorities Survey for Online Learners	IR/IE with Digital Learning Dept	Administrators, Online Learning Dept, Other departments as needed	Mid-February
HLC Annual Report	IR/IE with appropriate departmental help	Data included in Facts/Trends	March 15
OCC Student Survey	IR/IE with input from all departments	Administrators, Faculty, All departments	Early March/every other year (opposite SSI)
IPEDS Spring: Fall Enrollment, Finance, HR, Library	Registrar, HR, Business office, library	-----	April 1
College Board Survey	IR/IE with appropriate dept help		May 1
US News and World Report Survey	IR/IE with appropriate dept help		May 1
Graduating Student Survey and interviews – Undergrad	VP of IE with administrators	Administrators, Directors, Faculty	Final few weeks of spring semester
Graduating Student Survey and Interviews – Seminary	Seminary Office	Seminary Office and Council	Final few weeks of spring term
StratOp Update	VP of IE with administrators	Administrators	Mid-May
Handbook updates	VP of IE with all appropriate departments		
Summer enrollment report	IR/IE, registrar, grad office	Administrators,	Mid-May – after census for summer enrollment and summer grad classes
Graduating Student Survey and Interviews – Seminary	Seminary Office	Seminary Office and Council	Week before end of summer term