



## Institutional Effectiveness Cycle At A Glance

### January

- SRP Guidelines sent
- SRP in Progress
- Program Review Report in Progress

### February

- SRP due in OIPRA
- AAP Guidelines sent
- Program Review Report to Program Review Committee

### March

- SRP due VP-Financial Affairs (30th)
- LRP in Progress (every 4th year)
- AAP in Progress

### April

- Budget Process Starts
- Budget Package sent
- Departmental Budget Hearings
- AAP due OIPRA (15th)

### May

- SRP Open Forum
- Recommended Budget sent to President's Cabinet
- Response to Program Review Report

### June

- University Budget sent to DPE
- IAC begins AAP review

### July

- IAC approves AAP
- Assessment data analysis starts
- SRP-End of Year Guidelines sent

### August

- AAP implemented-data collection starts
- Assessment results sent to programs
- AAR/AP Guidelines sent

### September

- SMART Plan due
- AAR/AP due (15th)
- Programs scheduled for review selected

### October

- SRP-End of Year due
- IAC-AAR/AP review
- Assessment Cycle Compliance Certificates granted
- Vision 2020 Master Plan (2010)

### November

- IMP due in DPE
- IE: Continuous Improvement Report completed

### December

- IE: Continuous Improvement Report printed and distributed



Institutional Effectiveness Cycle

WHEN	Planning		Budgeting		Assessment		Program Review	
	Action	Who	Action	Who	Action	Who	Action	Who
August	Short Range Plan (SRP) Guidelines: Phase 2: End of Year distributed to academic and administrative units.	OIPRA			Academic programs and administrative units implement the AAP for the current year and begin collecting assessment data.	Academic and Administrative Units		
					Assessment data results submitted to programs	OIPRA		
					AAR and AP Guidelines (previous year) are disseminated to academic and administrative units.	OIPRA		
September	Completing the End of Year SRP (Final) - integrating assessment data	Academic and Administrative Units			AAR and AP due in OIPRA by September 15th.	Academic and Administrative Units	Programs scheduled for review are selected and evaluators appointed	College Dean/VP-Academic Affairs
					AAR/AP feedback to academic programs and administrative units	OIPRA		
	Smart Plan due by September 30th	VP-Financial Affairs/OIPRA						
October	SRP-End of Year submitted to OIPRA by October 15th.	Academic and Administrative Units			IAC reviews and approves AAR/AP from previous year	IAC	Program(s) Review Schedule submitted to Department Head(s), College Dean, and VP-Academic Affairs	Program Review Evaluators
	End of Year SRPs printed and distributed	OIPRA/Printing & Publications Services			Academic programs and administrative units are certified for compliance with assessment cycle (ACC)	IAC/OIPRA/VP-Academic Affairs	Development of Program Review Report starts.	Program Review Evaluators

# Institutional Effectiveness Cycle

	Vision 2020 Master Plan due (2010)	Vision 2020 Committee						
WHEN	Planning		Budgeting		Assessment		Program Review	
	Action	Who	Action	Who	Action	Who	Action	Who
November	Institutional Management Plan (IMP) due in Alabama Community College System (ACCS)	VP-Financial Affairs/OIPRA			Institutional Effectiveness: Continuous Improvement Report submitted	OIPRA		
January	SRP (next year) Guidelines distributed to academic and administrative units by January 10th.	OIPRA					Development of Program Review Report - Consultations with Department Head(s) and Faculty	Program Review Evaluators
	Development of SRP	Academic and Administrative Units						
February	SRP due in OIPRA (February 1st)	Academic and Administrative Units			AAP Guidelines disseminated to academic and administrative units.	OIPRA		
	SRP feedback to academic and administrative units by February 15th	OIPRA						
March	Development of Long Range Plan (LRP) every four years	OIPRA			Academic and administrative units develop their AAPs.	Academic and Administrative Units		
	SRP due in Office VP-Financial Affairs	OIPRA						
April			Start of Budget Process Notice to Department Heads, Deans, and VPs	VP-Financial Affairs	Annual Assessment Plans due in OIPRA by April 15th.	Academic and Administrative Units	Program Review Report submitted to	Program Review
			Input from staff regarding budgetary needs	Department Heads, Deans, and VPs	AAP feedback to academic and administrative units.	OIPRA		



Institutional Effectiveness Cycle

			Budget Package distributed to Department Heads, Deans, and VPs	VP-Financial Affairs			Department Chair and College Dean	Evaluators
			Departmental budget hearings conducted	VP-Financial Affairs, Department Heads, Deans, and VPs				
WHEN	Planning		Budgeting		Assessment		Program Review	
	Action	Who	Action	Who	Action	Who	Action	Who
May			SRP Open Forum	VP-Financial Affairs/OIPRA, VPs, Deans, and Department Heads			Program Review Report submitted to VP-Academic Affairs	College Dean
			Recommended Budget is formulated and presented to the President's Cabinet	VP-Financial Affairs	Athens State University Annual Report published	VP-University Advancement		
June			Official University Budget submitted to the Department of Post Secondary Education (June 30th).	VP-Financial Affairs	IAC reviews AAPs for the next academic year	IAC		
			Notification of President's approved departmental budget to Deans and Department Heads	VP-Financial Affairs				
July					IAC completes approval of next year's AAPs	IAC		