

HCTC Revised Strategic Planning Calendar for 2010 - 2016*

Month	Date (If applicable)	Activity	Responsible Party	Output
July	1	Begin operational/assessment plan development	All units/subunits identified in Compliance Assist!	Operational/assessment plans reviewed and appropriate changes made
	1	Implementation of new budget	Business Services	New budget allocations distributed to Senior Leaders
	By 15	Budget allocations sent to Budget Managers	Business Services	New budget allocations distributed to Budget Managers
	By 15	Program Review Process (prior year) - Administrative Assistants enter prior year's Spring data into the Addendum section.	Academic Administrative Assistants	Data entry for prior year Program Review complete
	Prior to Senior Leadership Planning Meeting	IEPR Annual Planning Report Due (NOTE: Prior year's assessment plans must be complete in CA! to run this report.)	IEPR	Annual Planning Report
	Mid-month	Senior Leadership Planning Meeting	Senior Leadership	Strategic priorities for upcoming year; "Impact Report" (strengths, opportunities for enhancement; recommendations for unit action); Annual Planning Calendar Approval
	By 30	Nursing Graduate Follow-Up Survey (for prior year's graduates)	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	Upon receipt of notification of KCTCS Board of Regents update	Strategic Plan/Performance Indicator Review/Analysis/Follow-up	IEPR; Senior Leadership	Discussion reflected in Senior Leadership meeting minutes; included in the next IEPR update to HCTC Board of Directors

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Month	Date (If applicable)	Activity	Responsible Party	Output
	Before summer term ends	Nurse Aide Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nurse Aide Program Coordinator asks Nurse Aide instructors to administer survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	July-December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	July-December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions end
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned

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August	By 1	Complete operational/assessment plans	All units/subunits identified in Compliance Assist! (CA)	Operational/assessment plans entered in CA
	By 1	Program Review Process (prior year) - Program Coordinators enter/analyze prior year's Spring data in the Program Outcomes Section as well as complete the remaining sections of the Program Review document	Academic Program Coordinators	Program Coordinators begin to finalize Program Review document (if not yet completed)
	By 1	Program Review Process (prior year) - Academic Services provides Oral Program Review schedule to Program Coordinators	Academic Services	Schedule prepared and mailed to appropriate parties
	By Last day to add a class for 16-week sessions	Fall course assessments due	Faculty; Assessment and Continuous Enhancement Coordinator	Planned course assessments submitted to Assessment and Continuous Enhancement Coordinator
	By 15	Program Review Process (prior year) - Finalized Program Review documents for prior year due to Academic Services	Academic Services	Finalized prior year Program Review documents submitted to Academic Services
	By 15	Program Review Process (current year) - Process starts over for current academic year	Academic Services	Begin current year Program Review process
	By 31	Initial completion of planning stage of PPEs Due	All employees; Coordinated by Human Resources	Planning stage of PPEs completed
	August HCTC Board of Directors Meeting	HCTC Board of Directors reviews college budget as approved by the KCTCS Board of Regents	HCTC Board of Directors	HCTC Board of Directors review reflected in meeting minutes.
	1st 2 weeks in August	Grants Department Employee Satisfaction Survey	Grants Coordinator; IR Coordinator	Grants Coordinator administers survey; IR Coordinator pulls results and prepares summary report for Grants Coordinator

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	Start of fall term	New Nursing Student Seminar Satisfaction Survey	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Coordinator
	July-December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	July-December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	August-December	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of fall term
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions for current term ends
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned

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Month	Date (If applicable)	Activity	Responsible Party	Output
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey- PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
September	By 1	Program Review Process - IR resets Program Review template for current year in CA!	IR Coordinator	Program Review template available to begin data entry for current year
	By 15	Program Review Process (prior year) - Oral Program Review presentations and Program Summary Forms completed (NOTE: No more changes for prior year can be made in CA! at this point!)	Academic Services	Completed Program Reviews for prior year
	By 15	Program Review Process (current year) - Program Coordinator determine whether to revise the program outcomes from the previous year and enter the goals and program outcomes in CA! for the current academic year program review; Administrative Assistants enter the previous year's Support Data into the Addendum section.	Academic Program Coordinators; Administrative Assistants	Revised goals, if appropriate, entered into CA!, Support Data entered in Addendum section

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	By 30	Program Review Process (prior year) - IR downloads completed Program Reviews and Program Summary Forms from CA!; formats as .pdf files and posts documents to Program Review Point site; Program Reviews and Summary Forms are archived in CA!; Program Coordinators receive copies of both Program Review and Summary Form to use as basis for next year's review.	IR Coordinator	Prior year Program Review documents archived; copies sent to Program Coordinators
	By 30	Report on prior year's funding and evaluation of budgeting process	Business Services	Report provided to Senior Leadership; reflected in meeting minutes
	September committee meeting	Annual Review of Mission Statement	Assessment and Outcomes Committee	Recommendation to Senior Leadership reflected in meeting minutes
	Last 2 weeks in September	Employee Satisfaction with Business Services	Chief Financial Officer; IR Coordinator	Chief Financial Officer sends survey link to employees; IR Coordinator pulls results and prepares summary report for Chief Financial Officer
	Last 2 weeks in September	Student Satisfaction with Student Services & Business Affairs	Vice President of Student Services; IR Coordinator	Vice President of Student Services distributes survey link in student KCTCS email; IR Coordinator pulls results and prepares summary report for Student Services and Business Services unit leader
	July-December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader

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Month	Date (If applicable)	Activity	Responsible Party	Output
	July-December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	August-December	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of fall term
	Fall term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions for current term ends
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director

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Month	Date (If applicable)	Activity	Responsible Party	Output
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
October	First 2 weeks in October	Employee Satisfaction with Library Services	Library Director; IR Coordinator	Library Director administers survey to employees; IR Coordinator pulls results and prepares summary report for Library Director
	First 2 weeks in October	Disability Services Satisfaction Survey	Disability Services Coordinator; IR Coordinator	Disability Services Coordinator distributes survey link to students with disabilities receiving accommodations through Disability Services; IR Coordinator pulls results and prepares summary report for the Disability Services Coordinator
	October Leadership meeting	Annual Review of Mission Statement	Senior Leadership	Action reflected in meeting minutes (must be submitted to KCTCS Board of Regents at least once every three years; 2011-12, 2014-15, 2017-18 per KCTCS Policy 1.2.1)
	By 30	Program Review Process (current year) - Program Coordinators review Weaknesses and Recommendations listed on the completed prior academic year's Program Review Summary form and determine strategies to address these items in the next academic year's program review.	Academic Program Coordinators	Appropriate strategies developed
	By 30	Revise budget process in response to evaluation comments	Business Services	Discussion reflected in Senior Leadership meeting minutes

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	By 30	Nursing Employer Satisfaction Survey (for prior year's graduates)	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	Last 2 weeks in October	Employee Satisfaction with Technology Solutions	Technology Solutions unit leader; IR Coordinator	Technology Solutions unit leader distributes survey link to employees; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	Upon receipt of notification of KCTCS Board of Regents update	Strategic Plan/Performance Indicator Review/Analysis/Follow-up	IEPR; Senior Leadership	Discussion reflected in Senior Leadership meeting minutes; included in the next IEPR update to HCTC Board of Directors
	July-December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	July-December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	August-December	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of fall term
	Fall term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director

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Month	Date (If applicable)	Activity	Responsible Party	Output
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions for current term ends
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
November	1st Week	Request for budget needs for subsequent year sent to all employees	Business Services; All employees	Budget Needs Form distributed college-wide; all units review and submit needs to supervisor
	2nd Week	Student Evaluation of Instructor/Course (all faculty)	Academic Services	Academics provides instructor results reports; IR Coordinator uses raw data to prepare summary reports by division and department

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	By 15	Employees submit budget needs for subsequent year to supervisor	All employees	Budget needs listing submitted to supervisor
	By 30	Mid-year PPE review	All employees; Coordinated by Human Resources	Mid-year reviews complete
	By 30	President's Community Report	President; Public Relations	President's Community Report prepared and distributed
	By 30	Supervisors submit budget needs request for subsequent year to area Vice President/Senior Leader	Supervisors	Division chairs, directors, supervisors collect the units' needs lists and forward to area Vice President/Senior Leader
	November HCTC Board of Directors Meeting	Budget status update to HCTC Board of Directors	President	Budget status updated reflected in meeting minutes
	Last 6 weeks of fall term	Transitional Education Course Exit Student Satisfaction Survey	Transitional Education faculty; QEP Director; IR Coordinator	Transitional Education faculty administer survey; IR Coordinator pulls results, prepares summary report for QEP Director
	Last 6 weeks of fall term	ARC Student Satisfaction Survey	ARC Coordinator; IR Coordinator	ARC Coordinator administers survey; IR Coordinator pulls results, prepares summary report for ARC Coordinator
	Last 6 weeks of fall term	RTW Participant Satisfaction Survey	RTW Coordinator; IR Coordinator	RTW Coordinator administers survey; IR Coordinator pulls results, prepares summary report for RTW Coordinator
	Last 6 weeks of fall term	SSS Participant Satisfaction Survey	SSS Coordinator; IR Coordinator	SSS Coordinator administers survey; IR Coordinator pulls results, prepares summary report for SSS Coordinator
	November, December, January	TEDS Student Follow-Up Completers	Program Coordinators; IR Coordinator; TEDS Data Entry Personnel	IR Coordinator manages all aspects

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	Before fall term ends	Nurse Aide Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nurse Aide Program Coordinator asks Nurse Aide instructors to administer survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	Before fall term ends	Nursing Program Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	July-December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	July-December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	August-December	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of fall term
	Fall term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)

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	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions for current term ends
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
December	By date grades are due	Completed Fall course assessments due	Faculty; Assessment and Continuous Enhancement Coordinator	Course assessments submitted to Assessment and Continuous Enhancement Coordinator
	1st 2 weeks in December	Best Places to Work in Kentucky Employee Survey	HR Director	HR Director handles all aspects
	By last day to work in December	Submission of comprehensive listing of institutional budget requests to Business Services	Senior Leadership	Senior Leaders collect all needs and combine as appropriate, making sure each need is justified and identified with a strategic plan core indicator and forward to Business Services

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	November, December, January	TEDS Student Follow-Up Completers	Program Coordinators; IR Coordinator; TEDS Data Entry Personnel	IR Coordinator manages all aspects; provides report as part of program review data
	July- December	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	July- December	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of December and prepares summary report
	August- December	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of fall term
	Fall term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
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	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
January	By last day to add a class for 16-week sessions	Spring course assessments due	Faculty; Assessment and Continuous Enhancement Coordinator	Planned course assessments submitted to Assessment and Continuous Enhancement Coordinator
	By 15	Business Services consolidates budget needs for review by President and Senior Leadership	Business Services	Business Services consolidates all needs into recurring and non-recurring lists for review by President and Senior Leadership Team
	January Senior Leadership meeting	Senior Leaders develop prioritized lists of budget needs	Senior Leadership	Senior Leaders clarify and advocate for budget requests and recommend priorities; discussion reflected in meeting minutes
	By 31	Program Review Process (current year) - IR provides Fall data to Program Coordinators	IR Coordinator	Fall data provided to Program Coordinators

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	By 31	Mid-year review of operational/assessment plans	All units	Review complete
	Upon receipt of notification of KCTCS Board of Regents update	Strategic Plan/Performance Indicator Review/Analysis/Follow-up	IEPR; Senior Leadership	Discussion reflected in Senior Leadership meeting minutes; included in the next IEPR update to HCTC Board of Directors
	Start of spring term	New Nursing Student Seminar Satisfaction Survey	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Coordinator
	November, December, January	TEDS Student Follow-Up Completers	Program Coordinators; IR Coordinator; TEDS Data Entry Personnel	IR Coordinator manages all aspects; provides report as part of program review data
	January-May	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of spring term
	January-June	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	January-June	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of June and prepares summary report

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	Spring term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
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	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
February	By 15	Program Review Process (current year) - Academic Administrative Assistants enter Fall data into the Addendum section.	Academic Administrative Assistants	Fall data entered into Addendum section

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	First 2 weeks of February	Student Satisfaction with Student Services & Business Affairs	Vice President of Student Services; IR Coordinator	Vice President of Student Services distributes survey link in student KCTCS email; IR Coordinator pulls results and prepares summary report for Student Services and Business Services unit leader
	February HCTC Board of Directors meeting	Final list of prioritized budget needs presented to HCTC Board of Directors	President	President presents final list of prioritized budget needs to HCTC Board of Directors; presentation reflected in meeting minutes
	Last 2 weeks in February	Student Satisfaction with Technology Survey	Technology Solutions unit leader; IR Coordinator	Technology Solutions unit leader distributes survey link to students; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	January-May	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of spring term
	January-June	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	January-June	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of June and prepares summary report
	Spring term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director

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	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
March	By 1	Program Review Process (current year) - Program Coordinators enter/analyze Fall data and complete Program Outcomes section	Academic Program Coordinators	Program Outcomes section complete

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Month	Date (If applicable)	Activity	Responsible Party	Output
	First 2 weeks in March	Disability Services Satisfaction Survey	Disability Services Coordinator; IR Coordinator	Disability Services Coordinator distributes survey link to students with disabilities receiving accommodations through Disability Services; IR Coordinator pulls results and prepares summary report for the Disability Services Coordinator
	By 31 (even years)	CCSSE	IR Coordinator; Designated Survey Administrators	IR Coordinator manages all aspects; reports are received later in year
	All month (March)	TEDS Employer Survey	IR Coordinator; Designated Survey Administrator	IR Coordinator manages all aspects; provides report as part of program review data
	January-May	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of spring term
	January-June	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader
	January-June	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of June and prepares summary report
	Spring term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director

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HCTC Revised Strategic Planning Calendar for 2010 - 2016*

Month	Date (If applicable)	Activity	Responsible Party	Output
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
	Fall, spring, summer terms	Student Total Withdrawal Survey	Student Services personnel	On-going survey - IR Coordinator pulls results end of academic year (summer, fall, spring)
	Fall, spring, summer terms	Student Satisfaction with Orientation Survey	Student Services personnel	On-going survey - IR Coordinator pulls results after Orientation sessions for current term ends
	Fall, spring, summer terms	Distance Learning Readiness Assessment	Advisors; Distance Learning Dean	On-going - Distance Learning Dean coordinates and works with IR Coordinator to analyze whether students took DL course and grade earned
	Academic year	UCM Program Interest Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Academic Year	Performing Arts Series Arts Education Programs Survey	PAS Director; IR Coordinator	On-going survey - PAS Director administers survey; IR Coordinator pulls results and prepares summary report for PAS Director
	Per PAS event schedule	Performing Arts Series Travel Subsidy Grant Application	PAS Director; IR Coordinator	On-going - PAS Director uses SurveyTracker to distribute Travel Subsidy Grant Application to secondary school teachers; IR Coordinator monitors survey weekly and submits Excel file of raw data to PAS Director for application processing
April	2nd week	Student Evaluation of Instructor/Course (adjunct and optional full-time)	Academic Services	Academics provides instructor results reports; IR Coordinator uses raw data to prepare summary reports by division and department

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HCTC Revised Strategic Planning Calendar for 2010 - 2016*

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	Upon receipt of notification of KCTCS Board of Regents update	Strategic Plan/Performance Indicator Review/Analysis/Follow-up	IEPR; Senior Leadership	Discussion reflected in Senior Leadership meeting minutes; included in IEPR update to HCTC Board of Directors
	By 30 (even years)	CCFSSE	IR Coordinator	IR Coordinator manages all aspects; reports are received later in year
	At program end	Leadership Institute Participant Satisfaction Survey	HR Director; IR Coordinator	HR Director sends survey link to employee participants; IR Coordinator pulls results and prepares summary report for HR Director
	1st 2 weeks in April	Document Production Center Employee Satisfaction Survey	Assistant to President; IR Coordinator	Assistant to President sends survey link to employees; IR Coordinator pulls results and prepares summary report for Assistant to President
	Last 2 weeks of April	Employee Satisfaction with Institutional Advancement	Director of Institutional Advancement; IR Coordinator	Director of Institutional Advancement sends survey link to employees; IR Coordinator pulls results and prepares summary report for Director of Institutional Advancement
	Last 2 weeks of April (even years)	Institutional Advancement Survey of Community Stakeholders	Director of Institutional Advancement	Using Community Impact Email List of community stakeholders, Director of Institutional Advancement sends survey link; IR Coordinator pulls results and prepares summary report for Director of Institutional Advancement
	Before spring term ends	Nurse Aide Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nurse Aide Program Coordinator asks Nurse Aide instructors to administer survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator

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HCTC Revised Strategic Planning Calendar for 2010 - 2016*

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	Before spring term ends	Nursing Program Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nursing Program Coordinator administers survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator
	Before academic year ends	Employee Supervisor Training Satisfaction Survey	HR Director; IR Coordinator	HR Director sends survey link to supervisors; IR Coordinator pulls results and prepares summary report for HR Director
	Last 6 weeks of spring term	Transitional Education Course Exit Student Satisfaction Survey	Transitional Education faculty; QEP Director; IR Coordinator	Transitional Education faculty administer survey; IR Coordinator pulls results, prepares summary report for QEP Director
	Last 6 weeks of spring term	ARC Student Satisfaction Survey	ARC Coordinator; IR Coordinator	ARC Coordinator administers survey; IR Coordinator pulls results, prepares summary report for ARC Coordinator
	Last 6 weeks of spring term	RTW Participant Satisfaction Survey	RTW Coordinator; IR Coordinator	RTW Coordinator administers survey; IR Coordinator pulls results, prepares summary report for RTW Coordinator
	Last 6 weeks of spring term	SSS Participant Satisfaction Survey	SSS Coordinator; IR Coordinator	SSS Coordinator administers survey; IR Coordinator pulls results, prepares summary report for SSS Coordinator
	January-May	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of spring term
	January-June	Employee Satisfaction with Technician Survey	Technology Solutions Technicians; IR Coordinator	On-going survey - Technology Solutions Technicians administer survey; IR Coordinator pulls results and prepares summary report for Technology Solutions unit leader

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HCTC Revised Strategic Planning Calendar for 2010 - 2016*

Month	Date (If applicable)	Activity	Responsible Party	Output
	January-June	IR Data-Survey Request Employee Satisfaction Survey (requestors only)	IR Coordinator	On-going survey - IR Coordinator sends survey link at end of each month to employees requesting data or survey assistance; IR Coordinator pulls results end of June and prepares summary report
	Spring term	UCM Student Descriptive Survey	UCM Director	On-going survey - IR Coordinator pulls results and sends report to UCM Director
	Fall, spring, summer terms	Program Satisfaction Survey of Graduates	Registrar	On-going survey - IR Coordinator pulls results end of summer
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HCTC Revised Strategic Planning Calendar for 2010 - 2016*

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May	By date grades are due	Completed Spring course assessments due	Faculty; Assessment and Continuous Enhancement Coordinator	Course assessments submitted to Assessment and Continuous Enhancement Coordinator
	By 15	Buisness Office develops the budget and submits it to KCTCS for Board of Regents approval	Business Services	Budget submitted to KCTCS for consolidation; consolidated budget submitted to KCTCS Board of Regents for approval
	By 30	Completed evaluation of PPEs due to HR	All employees; Coordinated by Human Resources	Review held; PPE process is complete
	By 30	Annual committee report due to IR	Committee chairs	Annual committee reports received and posted to The Point
	January-May	Student Learning & Assessment Survey	Library Director; IR Coordinator	On-going survey - Library Director requests survey link be added to library webpage; IR Coordinator pulls results and prepares summary report for Library Director at end of spring term
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	Academic year	UCM Program Interest Survey	UCM Director	IR Coordinator pulls results and sends report to UCM Director
June	By 30	Assessment plans due	All units/subunits identified in Compliance Assist!	Completed assessment plans are posted in Compliance Assist!
	By 30	Program Review Process (current year) - IR provides Spring data to Program Coordinators	IR Coordinator	Spring data provided to Program Coordinators
	By 30	Annual Planning Calendar review	IEPR	Discussion reflected in meeting minutes; recommendation to Senior Leadership
	Before summer term ends	Nurse Aide Course Exit Survey	Nursing Program Coordinator; IR Coordinator	Nurse Aide Program Coordinator asks Nurse Aide instructors to administer survey; IR Coordinator pulls results and sends report to Nursing Program Coordinator

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