



Columbus Technical College Institutional Effectiveness Calendar FY2021 – FY2022	2021							2022											
	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Annual Planning (Educational and Operational Assessments, Planning, Budgeting)</b>																			
1. Review/record results of Operational Planning Goals and Student Learning Outcomes		X												X					
2. Review/analyze/finalize FY2021 Operational Plans by Responsible Stakeholders		X	X				X	X						X	X				
3. Finalized prior year data available from TCSG KMS				X												X			
4. Review/analyze/finalize AY2021 Student Learning Outcomes by Program Chairs	X											X							
5. Develop FY2022 Operational Planning Goals			X												X				
6. Select AY2022 Student Learning Outcomes from Overarching List			X												X				
7. Finalize FY2021 plans and make available for FY2022			X	X								X	X		X	X			
8. Plans are reviewed by Supervisors and Institutional Effectiveness	X	X	X										X		X				
9. Feedback implemented from Supervisors and Institutional Effectiveness				X	X	X	X	X	X	X	X	X			X	X	X	X	X

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10. Review progress of improvement plans based on internal surveys and outcome data			X	X															
11. Conduct training for responsible stakeholders on planning systems and processes		X	X	X				X	X			X	X						
<b>Budgets</b>																			
1. Annual operating budgets developed											X	X							
<b>Annual Review of the College's Mission Statement</b>																			
1. Review current Mission with Leadership & Local Board				X												X			
2. If modified, submit Mission to State Board for approval						X												X	
<b>Campus-Wide Evaluations/ Surveys</b>																			
1. Student Evaluations (course evaluations)			X				X					X							
2. Deliver results of Student Course Evaluations				X				X					X						
3. Conduct Colleague Survey						X												X	
4. Deliver results of Colleague Survey							X												X
5. Conduct Graduate Exit Survey			X				X					X				X			
6. Present results of Graduate Exit Survey				X				X					X				X		
7. Conduct Employer Satisfaction Survey (as requested by programs)						X							X					X	
8. Present results of Employer Satisfaction Survey							X							X					
9. Conduct RNL Student Satisfaction Survey										X									

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10. Deploy Occupational Program Needs Assessment Surveys - Business/Industry	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11. Provide results of Occupational Program Needs Assessments to Faculty and Staff	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Federal Grants</b>																			
<b>Perkins V</b>																			
1. Review Perkins budget per reconciliation processes	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Review Perkins expenditure report	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. Perkins personnel submit semi-annual certifications		X						X						X					
4. If applicable, Perkins personnel submit monthly time and effort logs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5. Review and submit Perkins amendments				X		X		X		X		X							
6. Review Perkins budget w/committee members	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Perkins V (continued)</b>																			
7. Revise Perkins budget to include carryover funds/submit to TCSG								X	X										
8. Conduct Comprehensive Needs Assessment (PLANAR)			X	X	X	X	X												
9. Revise Comprehensive Needs Assessment (PLANAR)								X	X	X									
10. Prepare Perkins plan/activities/budget for the next FY	X								X	X	X	X							
11. Submit Perkins Budget and PLANAR																			
<b>SACSCOC Compliance</b> <i>SACSCOC 2025 Reaffirmation (Due: March 1, 2024)</i>																			

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1. Continuous Compliance for SACSCOC 2025 Reaffirmation	X	X	X	X	X	X	X	X	X	X	X	X	X						
2. Prepare and submit institutional financial profile and indicators to SACSCOC													X						
3. Submit SACSCOC profile on enrollment and other general information								X											
4. QEP Committee Activities	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Federal Compliance</b>																			
1. Make updates to CTC IE Site	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2. Perform periodic review: Prepare and submit substantive changes as needed	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3. IPEDS Fall collection period: September - October; Inst. Characteristics/Completions				X	X														
4. IPEDS Winter Collection: December - February; Grad Rates/Financial Aid/Admissions							X	X	X										
5. IPEDS Spring Collection: December - April; Fall Enrollment/Finance/HR/Libraries							X	X	X	X									
<b>Special Projects/Grants</b>																			
1. NC-SARA	X											X	X						
2. College Board – Survey																			

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