

Gadsden State Community College

Institutional Effectiveness Assessment Implementation Calendar

INSTRUMENT	Month or Term Administered	Administered By	Administered To	Collected By &/or Records Maintained By	Reported To	Results Used By
Distance Learning Student Evaluation	Each Term	Institutional Research Office	Students Enrolled in Distance Learning Courses	Institutional Research Office	Instructional Services	Instructional Services to improve services to students
Student Evaluation of Faculty	Each Term	Institutional Research Office	Current Students	Institutional Research Office	Division Chairs & Instructional Officers	Instructor; Division Chair; and Instructional Officers to improve instruction
Annual Institutional Effectiveness Summary	Fall Term	Institutional Effectiveness Office		Institutional Effectiveness Office	Strategic Planning Taskforce	Functional Units and Budget Managers
Employee Evaluation of College and Services	Fall Term	Institutional Research Office	All College employees	Institutional Research Office	Strategic Planning Taskforce	Functional Units and Budget Managers to improve services
Evaluation of Budgeting Processes	Fall Term	Institutional Research Office	Faculty and Staff	Institutional Research Office	President	Functional Units and Budget Managers to improve planning and services
Evaluation of Institutional Research	Fall Term	Institutional Research Office	All College employees	Office of Institutional Research	President	Institutional Research Office to improve services
Evaluation of Strategic Plan for Institutional Effectiveness	Fall Term	Institutional Effectiveness Office	Institutional Planning Taskforce	Office of Institutional Research	Strategic Planning Steering Committee	Institutional Planning Taskforce and Functional Units to ensure compliance with SACS Criteria, and to improve planning and services
Graduate Follow-up Survey	Fall Term	Institutional Research Office	Graduates	Institutional Research Office	Appropriate Dean	Functional Units to improve services to students
Organizational Unit Evaluations of Unit Strategic Plans	Fall Term	Organizational Units		Institutional Effectiveness Office	Strategic Planning Taskforce	Organizational Units to improve services
Training for Business and Industry Survey	Fall Term	Office of Training for Business and Industry	Business and Industries within the Service Area	Office of Training for Business and Industry	Training for Business and Industry	Appropriate Dean(s) in order to improve services to Business and Industries within the Service Area
College Performance Evaluation Report on Career & Technical Education	Fall Term	Office of Dean of Technical Programs	All Career Technical Program Students	Office of Dean of Technical Programs	President & then to DPE	Administrators, Division Chairs, and Instructors to improve services in the Technical Fields
Dual Enrollment Partnership Evaluation	Spring Term	Instructional Services	Area High Schools	Instructional Services		Instructional Services to improve services to students

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Employer Survey	Spring Term	Institutional Research Office	Employers of Graduates	Institutional Research Office	Instructional Services	Instructional Officers, Division Chairs, Instructors to improve instructional services
Evaluation of College Personnel	Spring Term	Supervisor	College Employees	Office of Human Resources	Appropriate Dean	Dean, Supervisor, and Employee to improve job performance
Faculty Evaluation of Library Services	Spring Term	Library Services	Faculty	Library Services	Appropriate Dean	Appropriate Dean and Library Services to improve services to students
Organizational Unit Strategic Plans/Budgets for upcoming year	Spring Term	Organizational Units		Institutional Effectiveness Office	Strategic Planning Taskforce	Organizational Units to improve services
Public Relations Survey	Spring Term	Institutional Research Office	College Employees	Public Relations Office	Appropriate Dean(s)	Public Relations Office to improve services
Student Evaluation of Campus and Services	Spring Term	Institutional Research Office	Current Students	Institutional Research Office	Strategic Planning Taskforce	Functional Units and Budget Managers to improve services to students
Student Evaluation of Library Services	Spring Term	Library Services	Current Students	Library Services	Appropriate Dean	Appropriate Dean and Library Services to improve services to students
Compile Overall Strategic Plan for Institutional Effectiveness	Summer Term	Institutional Planning Taskforce and Strategic Planning Committees		Institutional Effectiveness Office	College Employees	Organizational Units to improve services

Additional evaluations may be administered by other areas or programs of the college in order to evaluate additional needs, or to meet external agency requirements. Functional area Deans will approve any additional evaluation instruments prior to their use.