

**WIREGRASS GEORGIA TECHNICAL COLLEGE**  
**Institutional Effectiveness Planning and Evaluation Calendar**

Planning/Evaluation Activity	Annual Planning and Evaluation												Person Responsible
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Instructor Evaluations by Students	X	X	X	X	X	X	X	X	X	X	X	X	Academic Deans
Employer Surveys / Graduate Surveys	X	X	X	X	X	X	X	X	X	X	X	X	Career Services Coordinator
Review Mission, Strategic Goals and Objectives	X	X											Vice President for Institutional Effectiveness
Assessment of Academic Achievement and Achievement of Non-Academic Objectives													Vice President for Institutional Effectiveness
Assessment Reports, Prior Year		X	X										Academic Deans, Departmental Supervisors
Assessment Plans, Current Year				X	X								Academic Deans, Departmental Supervisors
Integrated Postsecondary Education Data System (IPEDS)													Vice President for Institutional Effectiveness
Fall Collection: Institutional Characteristics, Completions, 12-Month Enrollment		X	X	X									Providing Input: Vice President for Administrative Services; Vice President for Student Affairs
Winter Collection: Human Resources						X	X						Providing Input: Executive Director for Human Resources

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Spring Collection: Fall Enrollment, Finance, Graduation Rates, Student Financial Aid, 200% Graduation Rates						X	X	X	X	X			Providing Input: Vice President for Administrative Services; Vice President for Student Affairs
Student Satisfaction Surveys				X	X	X	X	X	X	X	X		Vice President for Institutional Effectiveness
Colleague Satisfaction Surveys				X	X	X	X	X	X	X	X		Vice President for Institutional Effectiveness
Advisory Committee Evaluations					X	X	X	X	X	X	X		Academic Deans
Strategic Plan Update						X	X						Special Assistant to the President
Facilities Plan Update						X	X						Special Assistant to the President
Unit Operational Plans and Budgets:													Vice President for Institutional Effectiveness
Complete Report for Previous Year	X	X											Providing Input: Supervisors for Administrative, Educational Support, and Community Service Units

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Develop Plan for New Year			X	X									Providing Input: Supervisors for Administrative, Educational Support, and Community Service Units
One-Year Funding Application - Perkins													Vice President for Institutional Effectiveness
Perkins Benchmarks							X	X	X	X			Providing Input: Vice President for Student Affairs
Perkins Five-Year Plan							X	X	X	X			Providing Input: Vice President for Administrative Services; Vice President for Student Affairs; Vice President for Academic Affairs
Perkins Local Application Budget							X	X	X	X			Providing Input: Vice President for Administrative Services; Vice President for Student Affairs; Vice President for Academic Affairs

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Performance Accountability System (PAS)													Vice President for Institutional Effectiveness
Program Improvement Plans								X	X	X	X		Providing Input: Vice President for Academic Affairs
Capital Outlay/Facilities								X	X	X	X		Providing Input: Executive Director for Facilities; Special Assistant to the President
PAS Improvement Budget								X	X	X	X		Providing Input: Vice Presidents; Executive Directors; and Special Assistants
Faculty and Staff Evaluations									X	X	X		Vice Presidents, Academic Deans, Departmental Supervisors
Individual Staff Development Plans									X	X	X		Vice President for Academic Affairs, Academic Deans, Departmental Supervisors
Annual Financial Plan and Budget									X	X	X	X	Vice President for Administrative Services

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End of Year Assessment: Unit Operational Plans													Vice President for Institutional Effectiveness
Assess Results, Actions, and Follow-Up (Current Year)												X	Providing Input: Supervisors for Administrative, Educational Support, and Community Service Units
End of Year Assessment: Staff Development Plans												X	Vice President for Academic Affairs, Academic Deans, Departmental Supervisors
End of Year Assessment: Strategic Goals and Objectives												X	Vice President for Institutional Effectiveness