

COAHOMA COMMUNITY COLLEGE
2024-2025 PLANNING AND EVALUATION CALENDAR
PUBLISHED BY THE OFFICE OF RESEARCH, ASSESSMENT, AND STRATEGIC INITIATIVES

July 2024

20th -21st Strategic Planning Retreat-Develop a Five-Year Strategic Plan for 2021-2025

1st-30th State Strategic Plan

1st-30th SACS Financial Profile

29th **Non-Instructional Annual Reports:** Personnel review evaluate, and report program outcome results outlined in and submit results to Office of Research, Assessment and Strategic Planning

August 2024

August 1st-31st Community Scholarship Announcement **Opens**
Publish the Fall 2024 Fact Sheet
Annual Planning and Evaluation Manual and Calendar
Report Card Data Collection

5th **Administration, Student Support Services, Faculty and Library Staff Professional Development:** Submit an updated Resume and/or Credentialing Form with Professional Development received during the 2023-24 year

5th -30th IPEDS Registration – Institution Identification and IC Header

5th-30th **ADA Compliance/OCR Report**

September 2024

2nd Library Orientation Faculty and Student Survey **OPENS**

2nd Review/Revise Student Learning/Program Level Outcomes and Non-Instructional Outcomes for 2023-2024

2nd IPEDS Fall Collection **Opens** - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment

10th **First Fall 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS**

27th **Fall 15-Week Courses Student Evaluation of Instructional Faculty using Canvas LMS OPENS**

9th-27th R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Fall 8-Week Online Courses

1st-30th **SENSE Survey**

1st-30th Perkins Report Data Collection

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October 2024

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| 1 st - 31 st | Assessment Committee meet and review 2023-2024 instructional and non-instructional Annual Reports – CLOSE THE LOOP |
| 1 st | Financial Transparency and Gainful Employment Report |
| 1 st - 31 st | Report Card Data Collection |
| 2 nd - 31 st | <i>Performance Appraisals by Dean of Chairperson/Faculty</i> |
| 12 th | IPEDS Fall Collection <i>Closes</i> - The Fall Collection includes Institutional Characteristics, Completions, and 12-month Enrollment |
| 31 st | Equity in Athletics Disclosure Act Survey |
| 31 st | Perkins Report Data Due |

November 2024

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| 1 st -31 st | Fall Curriculum/Substantive Change Meeting |
| 1 st | <i>Second Fall 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i> |
| 4 th -25 th | R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Second Fall 8-Week Online Courses |
| 30 th | <i>Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term)</i> |

December 2024

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| 7 th - 10 th | SACS Annual Conference in Austin, TX |
| 3 rd - 6 th | Submit Course Completion Rates to Instructional Deans/Tableau |
| 6 th | IPEDS Winter Collections <i>Opens</i> - Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions |
| 6 th | IPEDS Spring Collection <i>Opens</i> - Fall Enrollment, Finance, Human Resources, and Academic Library |
| 6 th -13 th | Send Student Evaluation of Instructional Faculty Results to Faculty/Deans |

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January 2025

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| 6 th | Community Scholarship Announcement Opens |
| 10 th | Submit General Information and Enrollment Profile to SACSCOC |
| 23 rd | First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS |
| 23 rd -31 st | R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for First Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course |
| 23 rd | Campus Climate Student and Employee Survey Opens |

February 2025

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| 1 st -28 th | Preliminary Review of the Mission Statement and Goals by Strategic Planning Council |
| 6 th | IPEDS Winter Collection Closes Student Financial Aid, Graduation Rates, 200% Graduation Rates, and Admissions |
| 17 th | Spring 15-week Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS |

March 2025

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| 1 st - 31 st | Performance Appraisals by Dean of Chairperson/Faculty Faculty Reflections Due (Academic, Career-Tech, Health Science, Adjunct and Short-Term) |
| 1 st - 31 st | Board of Trustees Evaluation of the President |
| 1 st - 31 st | Scholarship Announcement Closes |
| 3 rd | Second Spring 8-week Online Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS |
| 24 th | R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Second Spring 8-Week Online Courses Student Evaluation of Instructional Faculty/Course |
| 24 th -31 st | |

April 2025

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| 1 st - 30 th | 360 Employee Feedback OPENS |
| 1 st - 30 ^h | Submit Budget Request Form |
| 1 st - 30 th | Instructional and Non-Instructional Program Reviews 2024-2025 |
| 3 rd | IPEDS Spring Collection Closes - Fall Enrollment, Finance, Human Resources, and Academic |

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May 2025

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| 1 st -30 th | Spring Curriculum/Substantive Change Meeting |
| 1 st -30 th | Course Syllabi Review |
| 7 th | Graduate Exit Surveys in Pinnacle at Graduation Practice |
| 7 th | Submit Course Completion Rates to Instructional Deans |
| 7 th | Send Student Evaluation of Instructional Faculty Results to Faculty/Deans |
| 30 th | <i>Summer I Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i> |
| 26 th -30 th | R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer I Courses Student Evaluation Student Evaluation of Instructional Faculty/Course |
| 26 th | Instructional Annual Reports: Academic, Career-Technical, and Health Science instructors review, evaluate, and report student learning outcome results outlined, including General Education Outcomes |

June 2025

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| 2 nd | 360 Employee Feedback CLOSSES |
| 2 rd -30 th | Board Self Evaluation of Trustees |
| 19 th | <i>Summer II Courses Student Evaluation of Instructional Faculty/Course using Canvas LMS OPENS</i> |
| 20 th -27 th | R.O.A.D to Success Orientation Course Survey and Advising Feedback Survey for Summer II Courses Student Evaluation of Instructional Faculty/Course |
| 30 th | Submit 360 Feedback Results to the Leadership Team |

July 2025

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| 1 st -31 st | Review Year 2 Results of the Colleges 2021-2025 Strategic Plan Outcomes/Mission, Goals and Values |
| 1 st -31 st | 360 Feedback Follow-Up Performance Development Plan Due |
| 10 th | Submit State Strategic Plan |
| 10 th | SACSCOC Financial Profile |
| 17 th -18 th | Strategic Planning Retreat-Develop a Five-Year Strategic Plan for 2021-2025 |
| 1 st -31 st | State Strategic Plan |
| 1 st -31 st | SACS Financial Profile |
| 17 th | Publish Survey Reports: Class Climate Report, Graduate |

31st

Exit Report and Library Report

Non-Instructional *Annual Reports*: Personnel review evaluate, and report program outcome results and submit results to Office of Research, Assessment and Strategic Initiatives